Bloomington Public Schools District 87

Online Registration Instructions

Bloomington Public Schools is using the Skyward Family Access system to allow parents/guardians to register their current District 87 students on-line without the need to complete numerous paper forms. This effort has resulted in a substantial savings in paper and printing costs as well as in data entry costs and environmental impact. In addition, most parents find the process to be much more convenient and less time consuming than the traditional paper form process. The following is needed to participate in the on-line registration process:

1. A computer with Internet access (If you don’t have access to a computer, this can also be done at the public library or during one of the on-line registration sessions held by the district)
2. Skyward Family Access account
3. A valid e-mail address for the guardian completing the process
4. Each student being registered must be a returning student
5. If you wish to pay your fees on-line you will need a Discover, Visa or Mastercard (debit or credit)

Please be aware that the information you see when registering may not look exactly like what is shown in this documentation. However, the overall function and operation will remain basically the same. If you have questions, please contact your child’s school or the District office at 309-827-6031.
How to complete the online registration process

Login to Skyward Family Access using your credentials (link at www.district87.org). If you have a pop-up blocker installed on your computer, you may need to disable it. Once logged in, you should see a screen similar to the following:

On any screen, you can select a language other than English from the drop-down menu in the upper right corner. Also on any screen, you can click the Contact Us link at the top of the screen to email your student’s school with questions or concerns.

All students on your account who are available to register for the upcoming school year will be listed on this screen, and also appear in a pop-up when Online Registration is clicked from the menu on the left.

Click a student’s name to begin.
The registration process has 11 general steps. You must complete each step before proceeding to the next step. Read the information above each step to learn more about that step. As you complete each step, a checkmark will appear next to that step in the menu on the right side of the screen.

If you cannot finish in one sitting, you may click **Close and Finish Later** on any screen, which will save your work and allow you to continue later.

Click on the **Next** button to proceed through the steps. On each screen, you should see your student’s information filled in from the Skyward system. Please read every step carefully to verify and/or make appropriate edits to this information.
To complete this step, type your name in the box and click to Complete Step 1.
Step 2a. Verify Student Information

Be sure to read the information at the top of each screen in step 2. On this screen, the only information that may be updated is birthday, gender, birth location and military connection. Other changes will need to be made through your child’s school.

**Help Information**

- A student who’s Legal Guardian is a member of the Armed Forces or Full-time National Guard on active duty.
- **Armed Forces** means the Army, Navy, Air Force, Marine Corps, and Coast Guard.
- **Active duty** means full-time duty in the active military service of the United States, including full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned.

Once you have verified the information is correct, click to **Complete Step 2a.**
On this screen, you may only edit the County field. If your address has changed, you will need to provide your child’s school with two forms of proof of residency before the address will be updated in Skyward. You can click Preview Address to see your address in a standard format, i.e.:

123 Main St.
Bloomington, IL
61704

Once you have verified this information is correct, click to Complete Step 2b.
Step 2c. Verify Student Information: Family Information

On this screen, you are able to edit the following parent/guardian information: custodial status, relationship, employer, email, and phone numbers. You can also choose whether to receive a paper copy of the student’s report card. For changes in student’s home language or guardian names, please contact your child’s school. Once you have verified the information is correct, click to **Complete Step 2c**.
Step 2d. Verify Student Information: Emergency Information

On this screen, you may edit your child’s Physician, Dentist and Hospital.

Once you verify the information is correct, click to **Complete Step 2d.**
Step 2e. Verify Student Information: Emergency Contacts

On this screen, you may edit the Relationships, Comments and Phone numbers for your emergency contacts, or delete an emergency contact. If an emergency contact is a parent/guardian in the system, you may not be able to change the phone number and will need to contact your child’s school to have it updated.

1. To add an emergency contact, click Add Emergency Contact. Complete the screen that appears and click Save.

2. To change the order in which your emergency contacts appear, click Change Emergency Contact Order. Click the Up and Down arrows to adjust the order, then click Save.

Once you have verified the information on this screen is correct, click to Complete Step 2e.
For this step, you may opt out of the release of your child's directory information. There are three options to view the entire document: scrolling, Print, or View Full Screen (pictured). Make your choices in the appropriate boxes, then type your name in the bottom box.

Once you have verified this information is correct, click to **Complete Step 3**.
Step 4. Acceptable Use

This screen contains the Acceptable Use Policy for District technology and electronic systems. There are three options to view the entire document: scrolling, Print, or View Full Screen (pictured). Check the box, then type your name in the bottom box.

Once you have verified this information is correct, click to Complete Step 4.
Step 5. Health & Medical History

There are three options to view the entire document: scrolling, Print, or View Full Screen (pictured below).

Some of the information on this screen is already completed based on previous steps. Please read through the rest of the screen carefully to ensure you enter all pertinent information.

Note that you may need to complete additional forms for food allergies, medication and/or asthma, and give them to your child’s school nurse. You may click the links found in this step to access those forms.

Once you have verified the information in this step is correct, click to Complete Step 5.
Step 6. Health Forms

This screen includes information about District health requirements and links to relevant forms that may need to be completed and turned in to your child’s school.

Once you have read the requirements and accessed the necessary forms, type your name in the box and click to Complete Step 6.
Step 7. Food Service Acknowledgement

This screen details the District policy for eligibility of free or reduced cost meals and includes links to relevant applications.

(Please note that these applications will be available after July 1st.)

There are three options to view the entire document: scrolling, Print, or View Full Screen.

Once you have read the information, type your name in the box at the bottom of the screen, then click to Complete Step 7.
Step 8. Field Trip Permission Form

This screen allows you to give permission for your student to participate in field trips. Parent/guardian and emergency contact information will be filled in from the system. You may add Health Concerns.

Check the box to give permission and type your name in the box at the bottom of the screen, then click to Complete Step 8.
Step 9. Transportation Plans and Daycare

On this screen, you will indicate your student’s transportation plan. Choose an option from the drop-down menu for each day of the week going to school and from school. If your student attends a daycare, you may select it from the Daycare drop-down.

Type your name in the box at the bottom of the screen, then click to **Complete Step 9**.
Step 10. Make a Fee Payment (Optional)

You may click the **Make a Fee Payment** link to pay your student’s fees with a credit or debit card. A convenience fee is added when paying by credit card. (Additional screenshot examples of this process are below.)

You do not need to make a payment at this time to complete the online registration process. You can navigate past this step using the steps on the right side of the screen. You may also pay by check through the mail. If paying by check, please mail payment to the school that your student(s) will attend. Please include the name of the student(s) and the school(s) they will attend, and identify what fees you are paying, if any, other than annual registration.

Once you have clicked the **Make a Fee Payment** link, you may then click to **Complete Step 8**. Please see below for more information on the steps for paying your student fee.
Step 8. Make a Fee Payment (continued)

A new window will open and this is the first screen you will see after clicking Make a Fee Payment. Click **Add to Cart**.

When you click **Checkout**, you will be asked to create an account and add a credit card.

Families at BHS will also have optional fees that may be added to your cart. If you add a fee that you don't want, choose remove below the fee or Clear Cart to clear all added charges.
Step 8. Make a Fee Payment (continued)

After creating an account and entering your credit card information, you will be able to review and submit your order. If the information is correct, click **Place Order**.

You will then see a confirmation screen. From here, you can print a receipt of your payment. You will also receive a confirmation email from Bloomington SD Web Store.

Close this window and return to Family Access to Complete Step 8.
Step 9. Complete Online Registration

Confirm that each step has been completed and click Submit Online Registration.

If you have requested changes to any of your student’s information, you will see those changes listed as Pending Approval by the District.

You will see a message stating that Online Registration was successfully completed. You will also receive a confirmation email from do.not.reply@district87.org. You may log back in to Family Access at anytime and click on Online Registration to review your completed steps or make changes.