

Family Access Online Registration Guide for Parents

Log in to Family Access

Thank you for participating in electronic registration! We appreciate your support in our efforts to have more accurate data on file and reduce paper usage! *If you DO NOT HAVE your parent log in information, please contact your student's school.*

To begin, go to the RCAS District website at: <http://www.rcas.org> Under the **Services** tabs elect the **Skyward Web** link.

At the Skyward log in page, enter your **UserName** and **Password**, click the **Sign In** button. Your Family Access Skyport (portal) will open.

↑ Open Family Access

Click the **Open Family Access** button in the upper right corner.

Complete Steps 1 - ? of the registration forms listed on the right. To move to the next form, click on the title or click on the **"Next Step"** button.

Be sure you click the **"Complete Step"** button on the bottom of each form. You will see a green check mark next to each item as they are completed.

If you need to stop at any time, you can click **"Close and Finish Later"** to come back and complete the process. To get started, click on the Online Registration tab. See below for a Quick Guide to the Online Registration screen.

Complete Steps 1 - of the registration forms listed on the right. To move to the next form, click on the title or click on the **"Next Step"** button.

Quick Guide to the Online Registration screen

Online Registration Tab

Student/School

Form Fields area to update/add student info

List of forms to be completed

Navigation buttons

"Complete Step" buttons

Submit the Online Registration

Once you've completed all steps for your student, you are ready to submit.

Click the “**Submit Online Registration**” button at the bottom of the page. You will receive an email confirmation: “Online Registration has been completed for this child.”



the bottom of the page. You will receive

(If you have more than one student at this school, you may change student and begin again.)

If you have any questions, please call 394-4024 for assistance.

Quick Guide to Skyward Family Access Online Registration screens

Progress Check: completed steps indicated with a green check mark ✓

The screenshot shows the 'Online Registration' interface for a student named 'Test (South MS 2014-2015)'. It displays a progress check for three steps: 1. Student Information Verification (Completed 05/07/2015 3:55pm), 2. Ethnicity/Race Verification (Completed 05/07/2015 3:55pm), and 3. Complete Online Registration (Completed 05/07/2015 3:55pm). A 'Submit Online Registration' button is highlighted with a blue box. A 'District Message' sidebar on the right lists the steps with green checkmarks. A 'Submission button' label points to the highlighted button.

Submission button

The above screen is a summary of your completed steps. If you missed or skipped a step, you will not see a green check mark next to that step.

You will not be able to submit the Online Registration unless you have completed all required forms. Those that are required .

All registration should be completed by August 7th

Change of Address will need to be verified by the parent completing the online registration. Proof of residency will be required, acceptable forms include: -----, -----, -----, etc.