

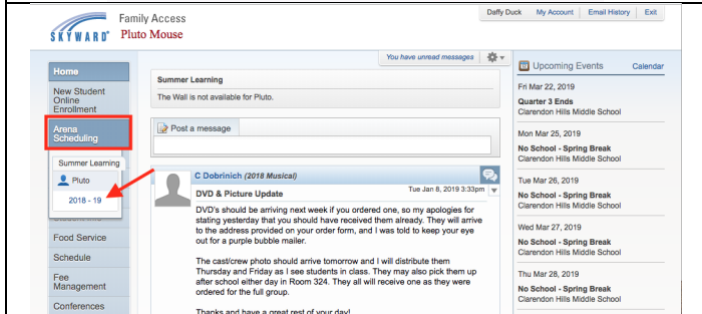


Community Consolidated School District 181

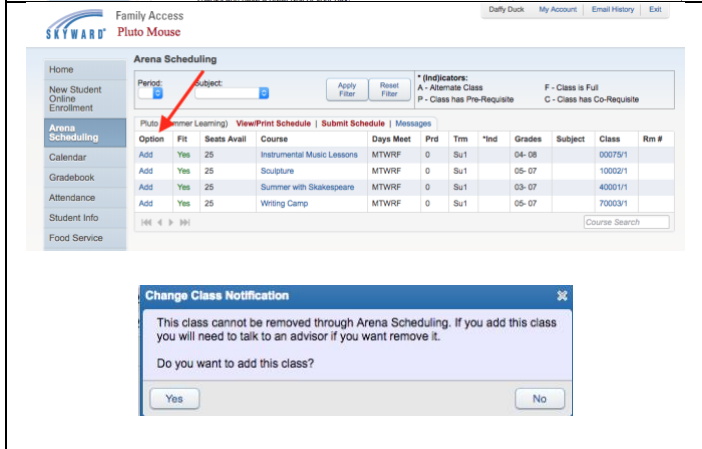
# Registration Directions for the 2019 Summer Learning Program



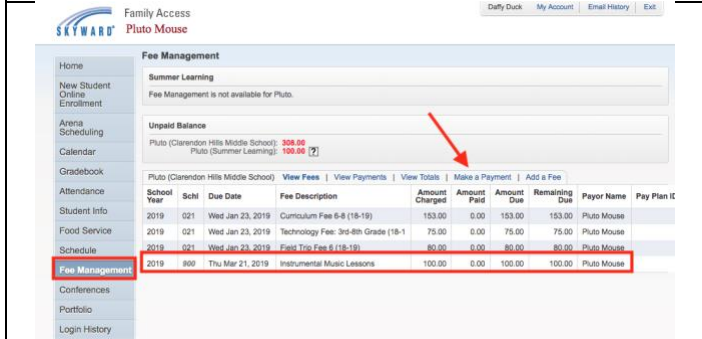
1. Log into your Skyward Family Access account: <http://skywardfamily.d181.org>
  - a. Your username is your first and last name all lower-case and put together (ex: Nick Skrip would be nickskip)
  - b. You can retrieve your password by clicking on the Forgot Password option



2. Click on the **Arena Scheduling** tab
3. Current D181 students will appear. Under the specific student you are registering for click the School Year **2018-19**.



4. The available courses that apply to the student's current grade level will appear. Click **Add** next to the desired course.
5. A message will appear detailing the course will be locked. Click **Yes** to finalize select the course.
  - a. If you select a course that needs to be removed, please email Jan Martin – [jmartin@d181.org](mailto:jmartin@d181.org)



6. To finalize registration, you should click on the **Fee Management** tab where the Summer Learning Program fee will be available.
7. Click **Make a Payment** to pay for the fee in SchoolPay. **\*\*Roster spots are not secure until fees are paid\*\***
8. If you have any issues with registration, email Nick Skrip at [nkskip@d181.org](mailto:nkskip@d181.org)