

2020-2020 Hughes Springs ISD Online Student Registration Instructions – Skyward Family Access

Hughes Springs ISD will be utilizing **Skyward Family Access** to allow parents to **verify and update** student, family, emergency, health information and other district forms **for each child**. We will **NOT** be doing Free/Reduced Lunch Applications online; we will send those home at the start of the year.

1st: Log in to family Access with you Family Access log in and password

Go to the **Hughes Springs ISD website** (www.hsisd.net) and use the **Skyward Family Access** link located on the **Parents & Community** page.

Your **one** Family Access **account** allows you to **access all** of your **children**. (Spanish may be selected in the upper right of the screen.) **Use the “forgot your login/password” option if you don’t remember your password.**

2nd: Click on the “HSISD Online Student Registration” link. YOU MUST COMPLETE THIS REGISTRATION PROCESS FOR **EACH** Child.

The screenshot shows the HSISD website home page. On the left is a navigation menu with 'Home', 'HSISD Online Student Registration', and 'Calendar'. The main content area has a green banner: 'HSISD Online Student Registration is now open until 06/07/2018'. Below this is a message: 'HSISD Online Student Registration at HUGHES SPRINGS H S for the 2018-2019 year is now open, yet has not been completed for [redacted]'. A blue button labeled 'Go to HSISD Online Student Registration for [redacted]' is highlighted with a red box and a red arrow. A red callout box on the right says: 'Click this link to start the registration process.'

3rd: The links to each step display in the right-hand column, as shown in the picture below.

Proceed through each of the steps in the right-hand column by following the step instruction, clicking **Complete Step #** and then **Next Step**.

The screenshot shows the 'Step 1a. Verify Student Information: Student Information (Required)' form. The form has sections for 'General Information' (First, Middle, Last, Suffix, Birthday, Gender, Other Name, Language, Home Phone, Race, School Email, Home Email, Birth County, Birth State, Birth Country) and 'Allow Publication of Student's Name for:'. At the bottom are buttons for 'Complete Step 1a Only', 'Previous Step', and 'Next Step'. On the right is a progress list with steps 1 through 14. Step 1 is 'Verify Student Information' with a green checkmark. A red callout box points to step 2: 'Proceed to next step by clicking Complete Step # and then Next Step.'

4th: Final Step

The screenshot shows the 'Step 14. Complete HSISD Online Student Registration' review page. It says: 'By completing HSISD Online Student Registration, you are confirming... Are you sure you want to complete HSISD Online Student Registration...'. Below is a 'Review HSISD Online Student Registration Steps' section with a list of steps: 'Step 1) Verify Student Information' and 'Step 2) Verify Ethnicity/Race'. At the bottom is a large blue button labeled 'Submit HSISD Online Student Registration'. A red callout box says: 'Final step is a “Review Page”. You MUST Click this button to mark your child’s registration as complete.'