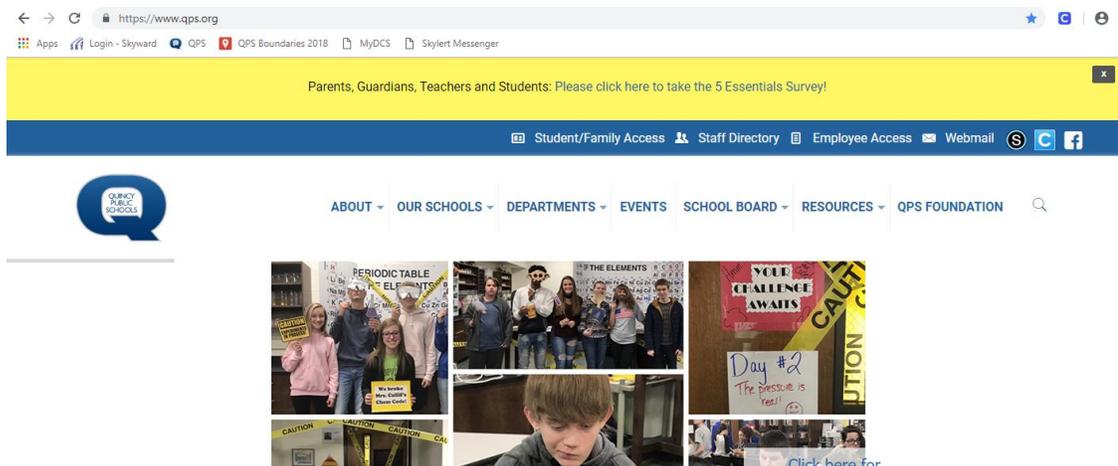
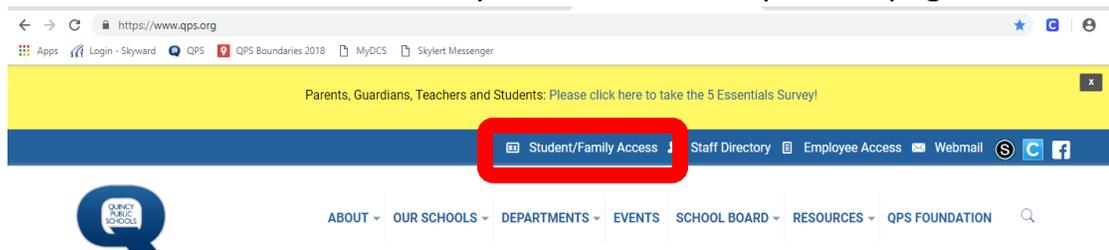


# School Registration on Skyward Family Access

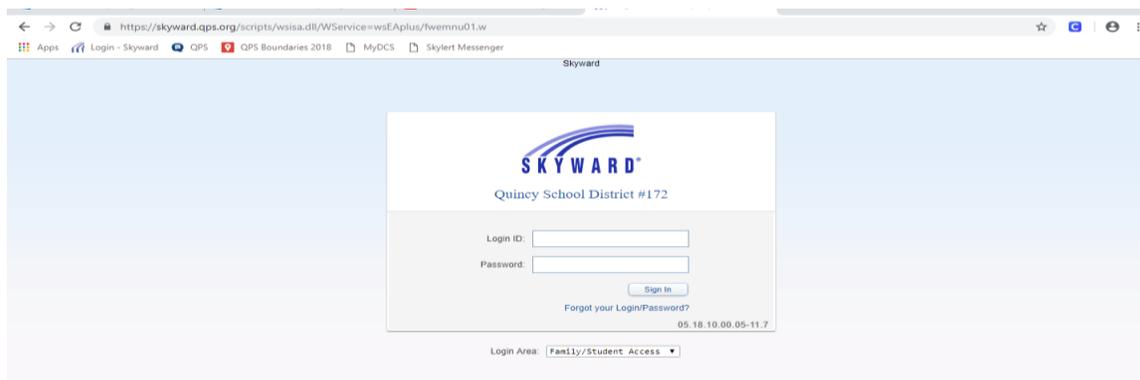
1. Go to our district website: [www.QPS.org](http://www.QPS.org)



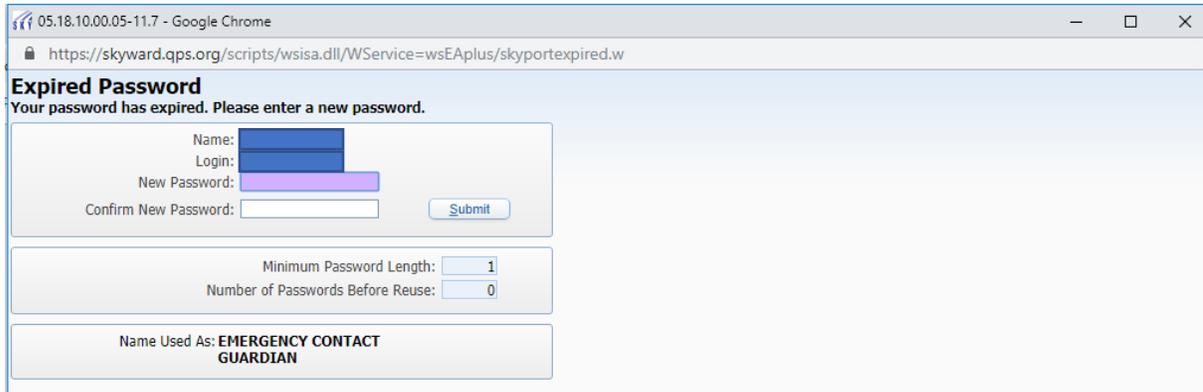
2. Click on the white link, "Student/Family Access", at the top of the page.



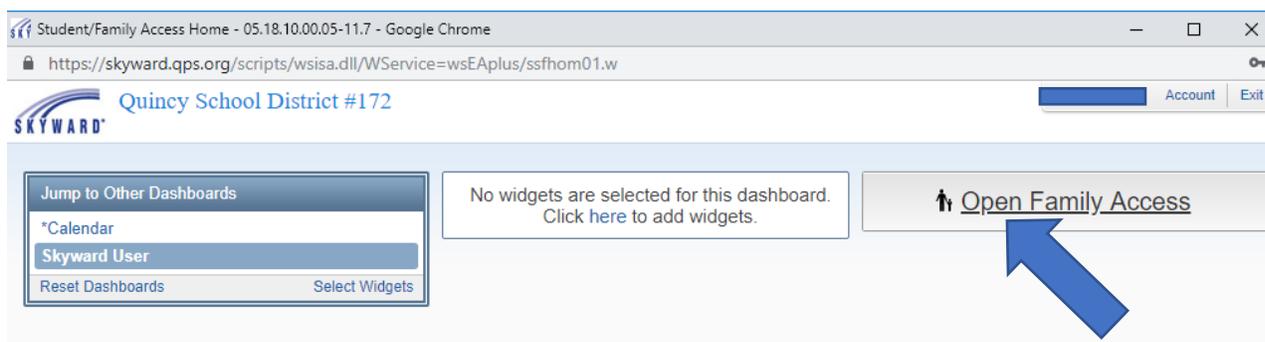
3. Log in using your Skyward Login ID and password. If you do not know this information, contact your school's secretary.



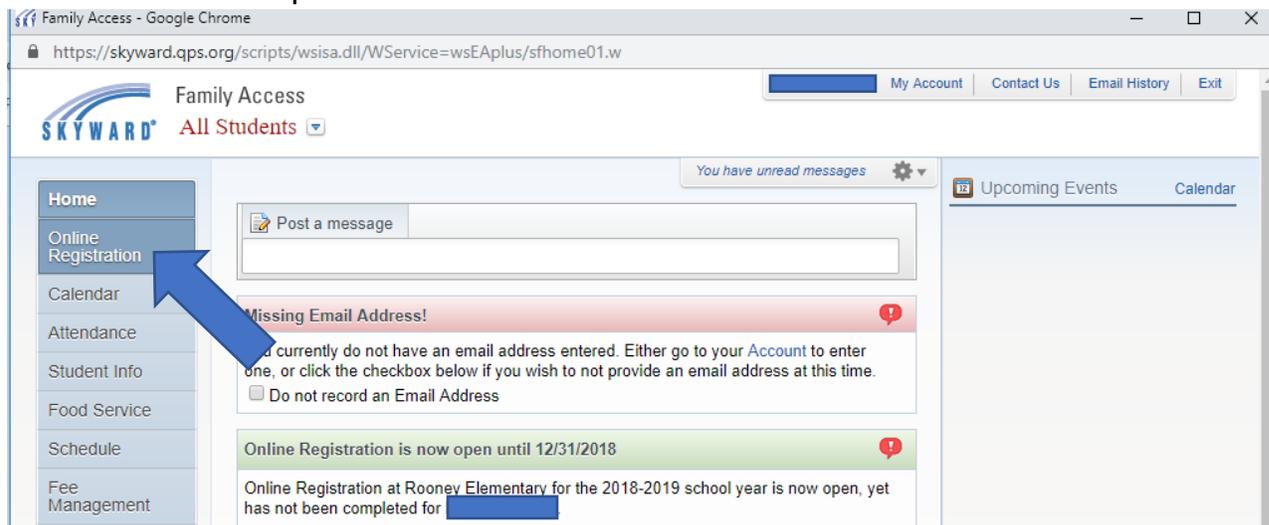
4. You may be asked to reset your password.



5. Click on the button “Open Family Access”



6. Click on the button “Online Registration” and select the student you will need to complete registration for. If you have multiple students to complete registration for, you will need to complete them one at a time.



7. As you complete the steps for Registration, please make sure you click the button at the bottom of the page that says, “Complete Step \_\_\_ and move on to Step \_\_\_”. Green check marks will appear on the list to the right-hand side, letting you know the step has been successfully completed.

The screenshot shows a registration form titled "SkyPort". It includes three input fields for "Birth County:", "Birth State:" (a dropdown menu), and "Birth Country:". Below these fields are two buttons: "Complete Step 1a Only" and "Complete Step 1a and move to Step 1b". A blue arrow points to the second button. A note below the buttons states "(\*) Indicates a required field." On the right side, there is a vertical list of steps: "10. Lunch ID Form", "11. ACASI Survey", "12. Click 'HERE' to join your PTA", "13. Add a Food Service Application", and "14. Complete Online Registration". Below the list are buttons for "Previous Step", "Next Step", and "Close and Finish Later". At the bottom of the page, the text "Skyward © 2018 Skyward, Inc. All rights reserved." is visible.

8. Once all steps are completed, you will be able to click the button for “SUBMIT REGISTRATION”.

If you need access to internet, a computer, or assistance with completing the registration please visit the school office during office hours Monday – Friday 7:00am-4:30pm.