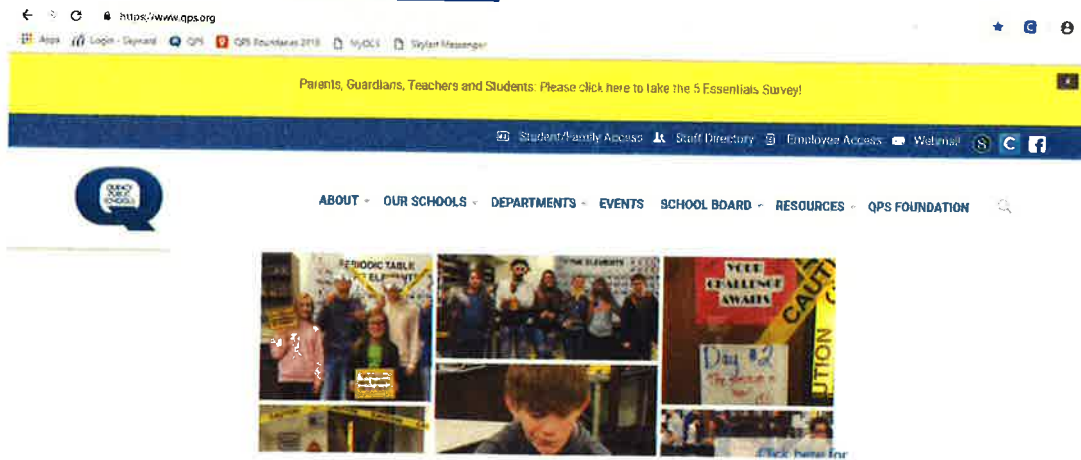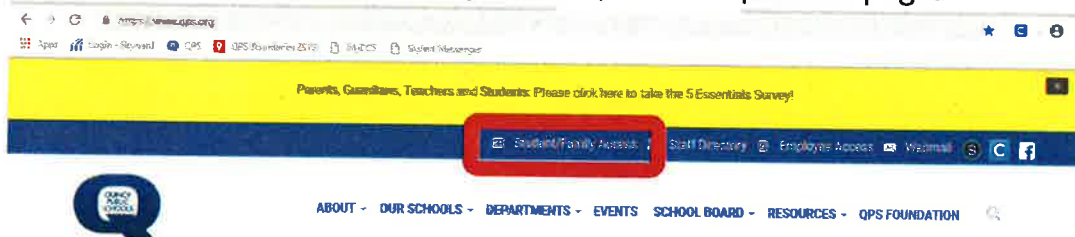# School Registration on Skyward Family Access

1. Go to our district website: www.QPS.org

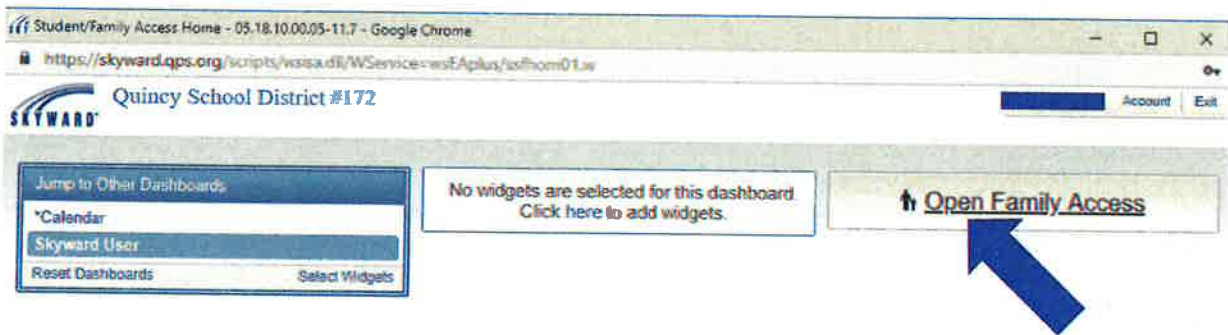2. Click on the white link, "Student/Family Access", at the top of the page.

3. Log in using your Skyward Login ID and password. If you do not know this information, contact your school's secretary.
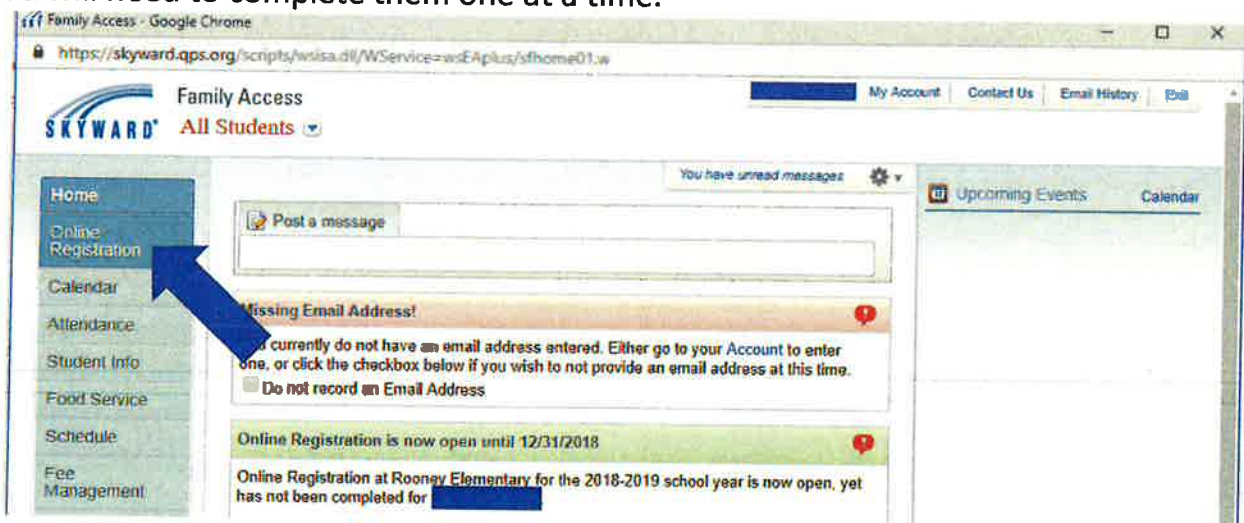
4. You may be asked to reset your password.

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.

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.