



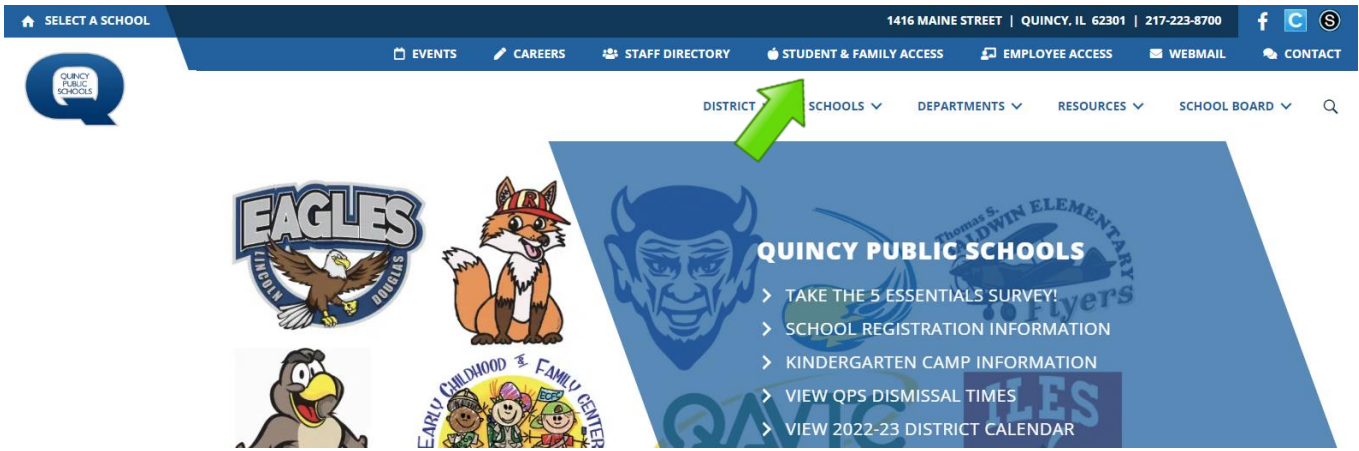
School Registration on Skyward Family Access

Skyward registration must be completed before the first day of school each year

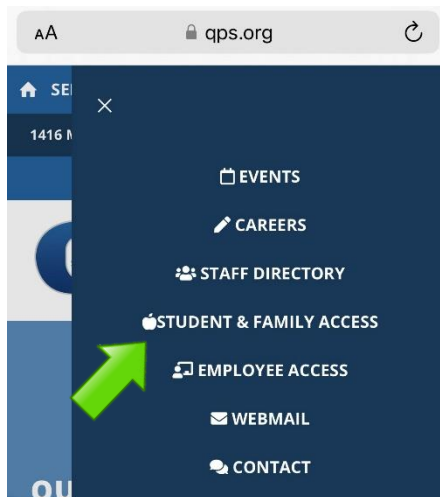
1. Go to our district website: www.QPS.org



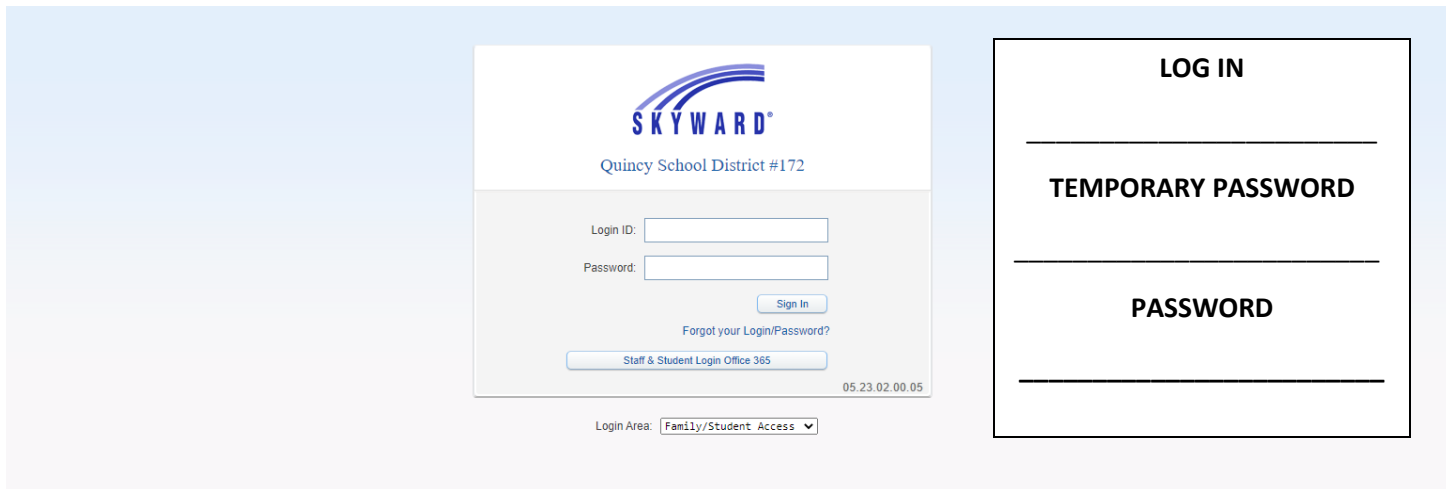
2. Click on "STUDENT & FAMILY ACCESS" at the top of the page.



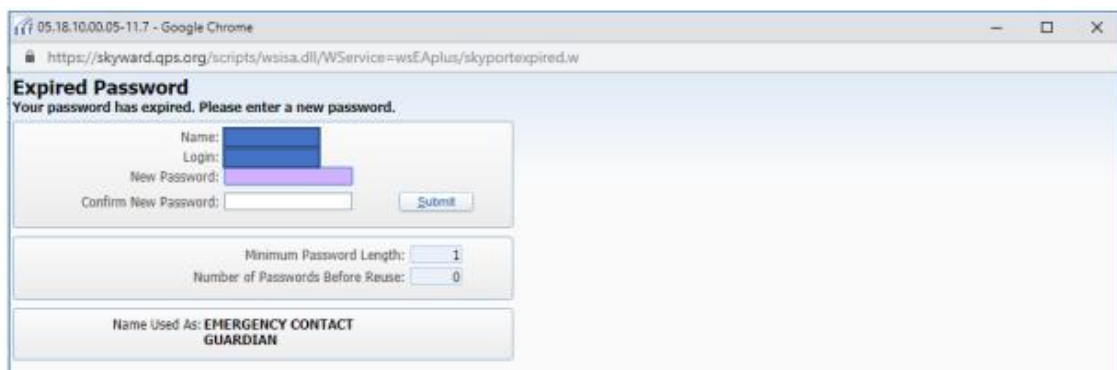
→ If on a mobile device click "☰" Next to "QUICK LINKS" to find "STUDENT & FAMILY ACCESS"



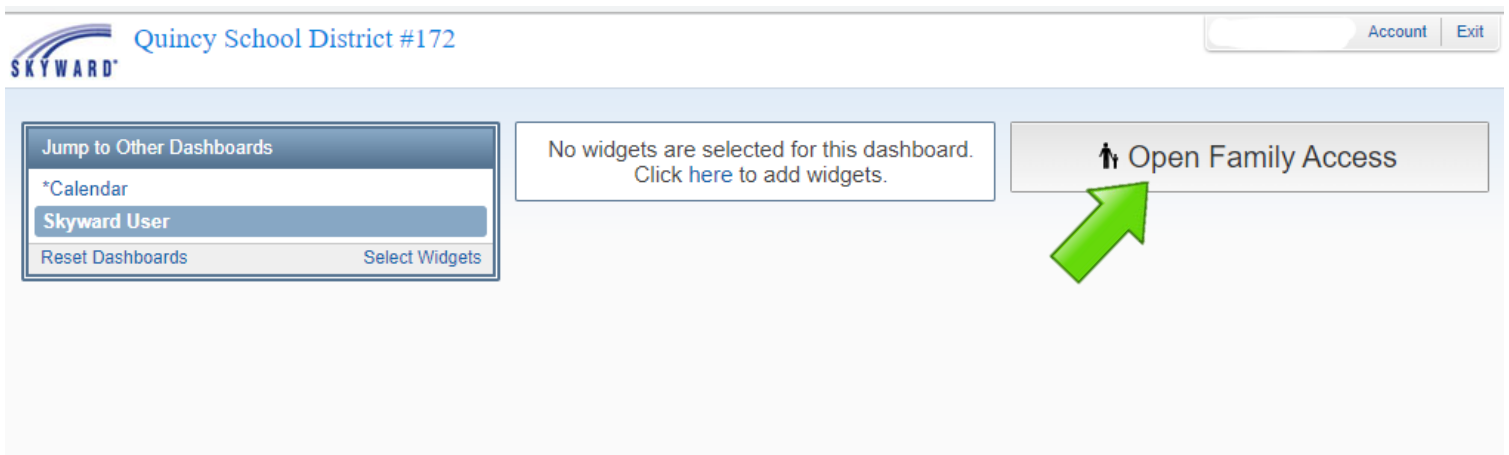
3. Log in using your **Skyward Login ID** and **Password**. If you do not know this information, contact your school's secretaries.



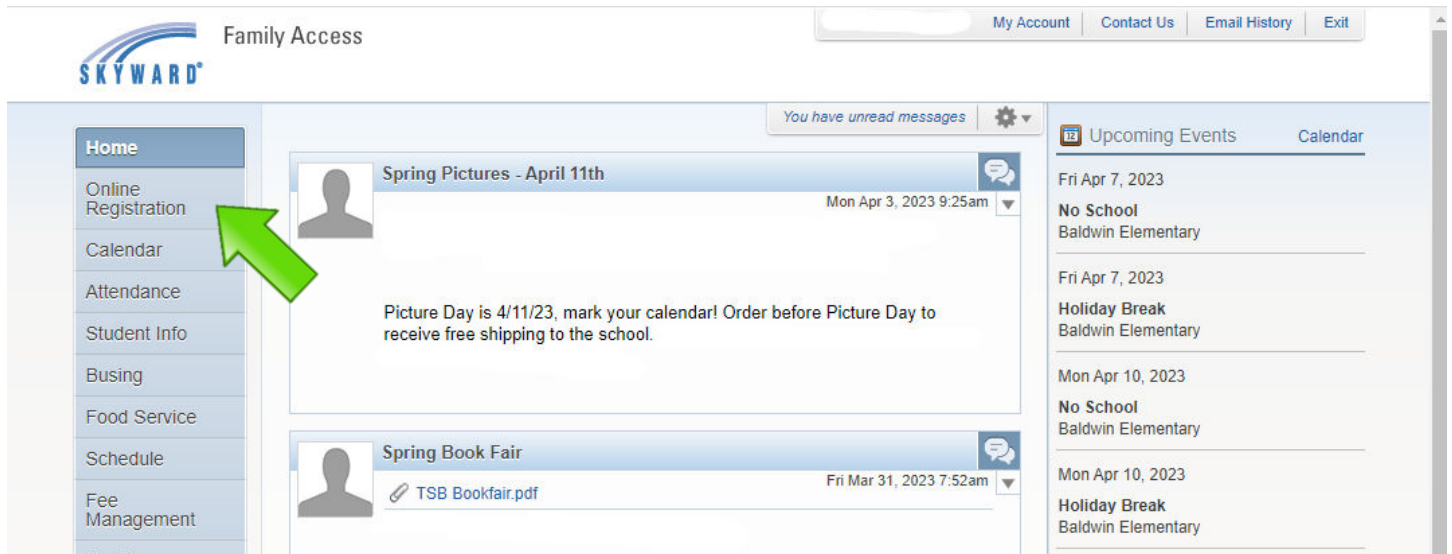
4. You may be asked to reset your password.



5. Click on “Open Family Access”



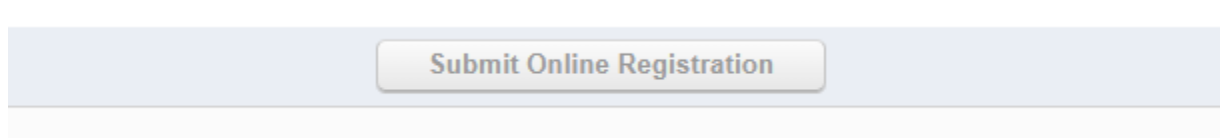
6. Click on **“Online Registration”** and select the student you will need to complete registration for. **If you have multiple students to complete registration for, you will need to complete them one at a time.**



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 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 **“SUBMIT ONLINE REGISTRATION”**



If you need access to internet, a computer, or assistance with completing the registration please call the Thomas S. Baldwin main office at 217-223-0003.

