

School District of Brodhead Online Registration Tutorial

1. Log into Skyward Family Access

- The Family Access Link is located on our Website

The screenshot shows the homepage of the School District of Brodhead. At the top left is the district logo and name. A navigation bar contains links for Home, Staff Directory, Albrecht Elementary, Middle School, High School, District Office, and School Board. Below this is a large photo of a group of people. To the right of the photo is an 'UPCOMING EVENTS' section with a table:

Date	Event
03 AUG	Cheerleading Practice Begins
04 AUG	Football Practice Begins
14 AUG	ACT Registration Deadline
17 AUG	Cross Country Practice Begins

Below the events is a row of icons for various services: Choose Brodhead, For Families (highlighted with a red arrow), For Students, For Staff, Email, Athletics Calendar, Open Enrollment Form, Full Calendar, Free Lunch Form, Solicitud de almuerzo gratis, and Quick Tip. At the bottom are sections for 'RECENT NEWS' and 'WELCOME TO BRODHEAD SCHOOL DISTRICT'.

This screenshot shows the 'FOR FAMILIES' page. The navigation bar is the same as in the previous screenshot. Below it, the 'For Families' tab is selected. The page title is 'FOR FAMILIES'. Below the title is a breadcrumb trail: 'School District of Brodhead » District Office » For Families'. The main content area is titled 'Quick Links' and contains a list of links:

- eFunds
- Skyward Family Access (highlighted with a red arrow)
- Skyward Family Access Tutorials
- Nursing Forms

You can also use this link to directly connect to Skyward Family Access:

<https://skyward.iscorp.com/scripts/wsisd.dll/WService=wsedubrodheadwi/seplog01.w>

- When you get to the login screen for Skyward, enter your username and password to enter the family portal. If you do not know your username or password, click on the “Forgot your Login/Password” link.

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Login Area:

Forgotten Login/Password Assistance

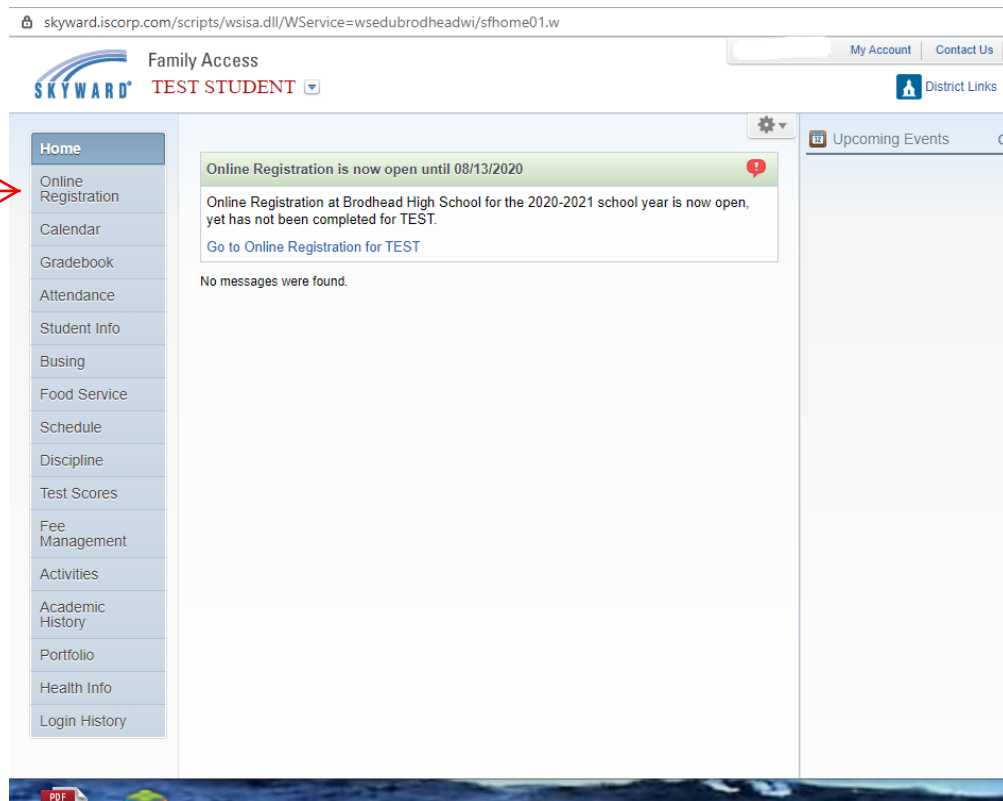
Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

Email or User Name:

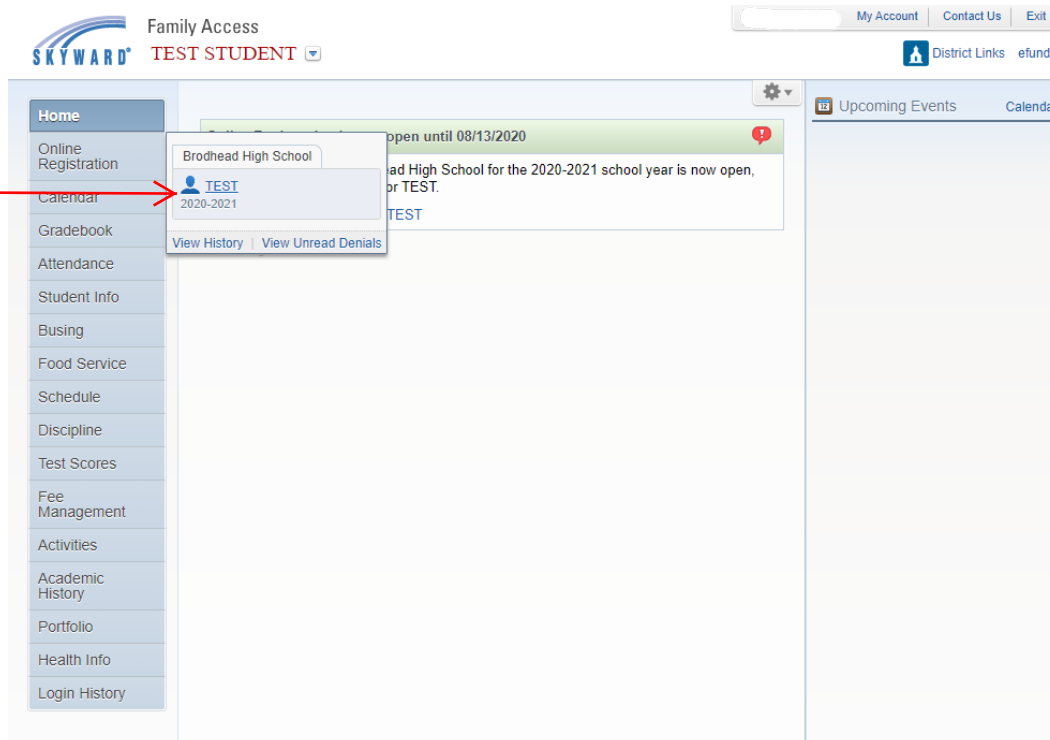
- Enter the email address you have on file with the school and submit.
- If you do not have a matching email on file at the school, you will need to contact the school your child will be attending:
- Albrecht Elementary (608) 897-2146
- Brodhead Middle School (608) 897-2184
- Brodhead High School (608) 897-2155

2. Access Online Registration

- Once logged into Skyward Family Access, you will see a button on the left side of the screen for online registration.



- When you Click on the Online Registration button, you will be able to select your child(ren) enrolled at Brodhead. You will need to complete the online process for each of your students.



3. Enter/Update/Verify Student Information

- Once you have clicked on the student you want to complete registration for, you will be brought to a screen with a list of steps to complete. One of the first steps in this process is to update or verify your student's information in Skyward.
- The information that will be displayed will be the current information the district has on file for your student.

- When you complete a step, please be sure to click on the “Complete Step” button on the bottom of the page.

4. Complete the rest of the steps in the Online Registration Process

- Continue to work through the steps listed on the right side of the online registration portal.
- The number of steps to be completed will depend on the grade level of your student(s).
- Each step will have a description and the information needed to complete the step.

- Some steps are required, and some steps are optional.
- In order to complete the online registration process, you must complete all required steps.
- If you try to complete a required step without the necessary information, a warning box will pop up on your screen letting you know what information is needed.

5. Make a Food Service and/or Fee Payment

- The last two steps before completing registration are making either a food service payment and/or a fee payment for registration fees and other fees if applicable. These are two separate steps and they are optional if you wish to pay these fees online. There is a service charge from efunds for this service. You can pay in person or through the mail if you prefer.

SKYWARD Family Access **TEST STUDENT** My Account Contact Us Exit
District Links efunds

Online Registration

TEST (Brodhead High School 2020-2021)

Step 12. Make a Food Service Payment (Optional)

[Make a Food Service Payment](#)

Complete Step 12 Only Complete Step 12 and move to Step 13

- 1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
 - f. Health Information
- 2. Verify Ethnicity/Race
- 3. Home Language Survey
- 4. Bus Enrollment
- 5. Annual State Notices
- 6. Internet and Email Use
- 7. McKinney-Vento
- 8. Meningococcal
- 9. Multiple Permissions
- 10. Add a Food Service Application
- 11. Bridging Brighter Smiles
- 12. Make a Food Service Payment**
- 13. Make a Fee Payment
- 14. Complete Online Registration

Previous Step Next Step

6. Complete Online Registration

- When you have completed all the required steps, you are ready to submit your documents for online registration.
- If any required steps are not completed, the button to complete registration will not be available.
- The button will become available once all necessary steps are completed.
- Once your documents are submitted, our Student Registrar will review the information and approve any changes. If there are any questions, the Brodhead School District will reach out to you.
- Thank you for completing online registration!

Home

Online Registration

Calendar

Gradebook

Attendance

Student Info

Busing

Food Service

Schedule

Discipline

Test Scores

Fee Management

Activities

Academic History

Portfolio

Health Info

Login History

Online Registration

TEST (Brodhead High School 2020-2021) Print

Step 14. Complete Online Registration (Required)

By completing Online Registration, you are confirming that the Steps below have been finished.
Are you sure you want to complete Online Registration for TEST?

Review Online Registration Steps		
Step 1)	Verify Student Information	not completed
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	Verify Ethnicity/Race	not completed
<i>No Requested Changes exist for Step 2.</i>		
Step 3)	Home Language Survey	not completed
Step 4)	Bus Enrollment	not completed
<i>A required field has not been filled in and saved.</i>		
Step 5)	Annual State Notices	not completed
<i>A required field has not been filled in and saved.</i>		
Step 6)	Internet and Email Use	not completed
<i>A required field has not been filled in and saved.</i>		
Step 7)	McKinney-Vento	not completed
<i>A required field has not been filled in and saved.</i>		
Step 8)	Meningococcal	not completed
<i>A required field has not been filled in and saved.</i>		
Step 9)	Multiple Permissions	not completed
<i>A required field has not been filled in and saved.</i>		
Step 10)	Add a Food Service Application	skipped
Step 11)	Bridging Brighter Smiles	skipped
Step 12)	Make a Food Service Payment	skipped
Step 13)	Make a Fee Payment	skipped

Guardian Name:

Guardian Address:

→

Submit Online Registration

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
 - f. Health Information
2. Verify Ethnicity/Race
3. Home Language Survey
4. Bus Enrollment
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- 14. Complete Online Registration**