



# Skyward New Student Registration Guide

## General Notes:

- Do not use the back button on your browser!
- Do not “x” out of pages. It will close the program.
- For each step, complete the required information and select **complete step**.
- To easily view forms without scrolling from side to side, use the **View Full Screen** button. To return, use the **Exit Full Screen** button.
- Complete each step in the registration process. Verify there is a green check mark beside each step. Be sure to scroll down to ensure all steps are completed.
- Make sure your pop-up blocker is set to allow pop-ups from Skyward Family Access.
- If you use an iPad, Safari is the recommended browser.

1. Click the attached link to receive a login and password.

<https://sis-sumner.tnk12.gov/scripts/wsisa.dll/WService=wsSUMStu/skyenroll.w>

***You can also access the link from the Sumner County Schools website.***

2. Clicking on the link will bring up the screen below. Please fill out all information and follow the directions on each screen.

The screenshot shows a web form titled "New Student Enrollment: Account Request". At the top, a blue box contains the text: "This form is the first step to enrolling your new student online. Complete it to request an account that you will use to log in to a secure Online Enrollment system." Below this, another blue box says: "Please complete all required fields to request an account to enroll your students. \*\*\*Please enter an Email address\*\*\*". The form is divided into two sections. The first section is titled "Enter the name of the legal parent/guardian of the student you want to enroll" and contains fields for: "\* Guardian Legal First Name:", "\* Guardian Legal Last Name:", "Guardian Legal Middle Name:", "Guardian Legal Name Prefix:" (with a dropdown arrow), and "Guardian Legal Name Suffix:" (with a dropdown arrow). The second section is titled "Guardian contact information" and contains a checkbox for "I don't have an email", "\* Guardian Email Address:", "\* Re-type Email Address:", and "\* Guardian Primary Phone Number:" (with two input boxes). At the bottom, there is a note: "Asterisk (\*) denotes a required field" and a button that says "Click here to submit Online Enrollment Account Request".

3. After completing the form, your login and password will be emailed to you. If you do not have an email, you will be able to create your login and password. Once completed, please login to Skyward.

Please complete all steps and remember to hit ***“Submit Application to District.”***