

Directions for online portion of registration for UTHS 2018-2019

Online registration is for returning students and incoming freshmen who already have a schedule.

YOU HAVE TO DO THE STEPS FOR EACH OF YOUR CHILDREN IF YOU HAVE MORE THAN ONE.

Things you will need to complete the process:

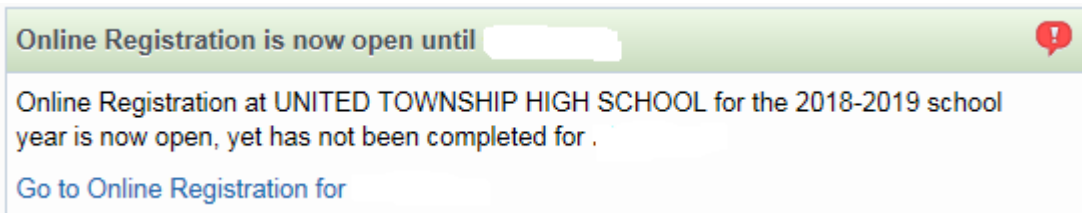
1. A computer or tablet with internet access (if you do not have access to a computer, computers will be available at UTHS on the days of residency check and in person payment on August 1st and 2nd 10:00 am – 6:00pm)
It is not recommended you use a phone for this as there are fields of information that need to be entered
2. Your Skyward Family Access Login and Password and a valid email address for completion and payment if you have fees to pay.

If you have forgotten your password, you can have a reset link sent to you by clicking the forgot login/password link on the skyward log in page provided you have an email address registered with the school.

You can also email tarnett@uths.net for assistance, please put Family Access in the subject line.

3. If you are paying fees online, you will need a Discover, Visa or MasterCard (debit or credit)
New for this year we are offering option to use Credit / Debit cards during Walk-in Registration.

To begin, log in to Family Access. Click on the GO to Online Registration for (your student) to start.



You will then begin with the Student Demographic Information to review, add or change anything needed.

Please pay attention the screens and make sure you fill in anything that you feel is in error or missing.

The goal is to move through the required steps and then have a green ✓ next to them there are buttons to view full screen

Complete the menu items on the right side of screen. Items (1a-1e) 2,3,4,5 & 10 are **required**.

Seniors have an extra step, Diploma Name resulting in 11 but it is essentially same process

There are buttons like these throughout to edit information and complete the steps throughout the process.



Review 1a,1b,1c,1d & 1e add or change anything necessary in Student Information

Review 2 add or change anything necessary in Skylert Information – this is for the automated call system

Acknowledge 3,4,5 Student Handbook, Specific Policies and Title1 Compact – Initial and Date as directed

*Athletic & Activity Forms are **REQUIRED** if student will be in Sport or Activity Do not skip if that is case*

Vehicle Reg., Fee /Food Service Payments are optional during online registration but must be paid by 8/2.

When you are finished or to see what you have left to do click Complete Online Registration

At any time you may click the Close and Finish Later if you need to.

A screenshot of the 'Online Registration' web application. The page title is 'Online Registration' and the school is '(UNITED TOWNSHIP HIGH SCHOOL 2018-2019)'. A 'District Message' box contains a welcome message for the 2018-19 school year. On the left is a navigation menu with 'Online Registration' selected. On the right is a list of steps: 1. Verify Student Information (with sub-steps a-e), 2. Verify Skylert Information, 3. Student Handbook, 4. Specific Policies, 5. Title I Compact, 6. Athletic & Activity Forms, 7. Vehicle Registration, 8. Make a Fee Payment, 9. Make a Food Service Payment, and 10. Complete Online Registration. Below the list are 'Next' and 'Close and Finish Later' buttons. Two red arrows originate from the text above: one points to the 'Next' button and the other points to the 'Close and Finish Later' button.

When you Click Complete Online Registration, you will get the next confirmation screen.
 If you get a screen like this, you are not done yet - Notice button **Submit Online Registration** is dull – not clickable
 Go back and complete any required areas and try again until you get

Online Registration

UNITED TOWNSHIP HIGH SCHOOL 2018-2019)
Print

Step 10. 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 _____?

Review Online Registration Steps		
Step 1)	Verify Student Information <i>No Requested Changes exist for Step 1.</i>	not completed
Step 2)	Verify Skylert Information	not completed
Step 3)	Student Handbook <i>A required field has not been filled in and saved.</i>	not completed
Step 4)	Specific Policies <i>A required field has not been filled in and saved.</i>	not completed
Step 5)	Title I Compact <i>A required field has not been filled in and saved.</i>	not completed
Step 6)	Athletic & Activity Forms	skipped
Step 7)	Vehicle Registration	skipped
Step 8)	Make a Fee Payment	skipped
Step 9)	Make a Food Service Payment	skipped

Guardian Name: _____
Guardian Address: _____

District Message

1. Verify Student Information
 - ✓ a. Student Information
 - ✓ b. Family Address
 - ✓ c. Family Information
 - d. Emergency Contacts
 - e. Health Information
2. Verify Skylert Information
3. Student Handbook
4. Specific Policies
5. Title I Compact
6. Athletic & Activity Forms
7. Vehicle Registration
8. Make a Fee Payment
9. Make a Food Service Payment
10. Complete Online Registration

Go back and finish any red marked items. You can do this as much as needed to get complete.

When your screen looks like this you are ready to submit and online registration is complete.

Online Registration

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Step 10. 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 [redacted]?

Review Online Registration Steps		
Step 1)	Verify Student Information	Completed 07/06/2018 2:39pm
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	Verify Skylert Information	Completed 07/06/2018 2:39pm
Step 3)	Student Handbook	Completed 07/06/2018 2:51pm
Step 4)	Specific Policies	Completed 07/06/2018 2:52pm
Step 5)	Title I Compact	Completed 07/06/2018 2:53pm
Step 6)	Athletic & Activity Forms	Completed 07/06/2018 2:53pm
Step 7)	Vehicle Registration	skipped
Step 8)	Make a Fee Payment	skipped
Step 9)	Make a Food Service Payment	skipped

Guardian Name: : . Guardian Address: .

[Submit Online Registration](#)

District Message

1. Verify Student Information
✓ Completed 07/06/2018 2:39pm
- ✓ a. Student Information
- ✓ b. Family Address
- ✓ c. Family Information
- ✓ d. Emergency Contacts
- ✓ e. Health Information
2. Verify Skylert Information
✓ Completed 07/06/2018 2:39pm
3. Student Handbook
✓ Completed 07/06/2018 2:51pm
4. Specific Policies
✓ Completed 07/06/2018 2:52pm
5. Title I Compact
✓ Completed 07/06/2018 2:53pm
6. Athletic & Activity Forms
✓ Completed 07/06/2018 2:53pm
7. Vehicle Registration
8. Make a Fee Payment
9. Make a Food Service Payment
- 10. Complete Online Registration**

[Previous Step](#) [Next Step](#)
[Close and Finish Later](#)

When you come in for residency requirement and or to pay fees during walk in registration this will show in system as complete.