

TRI-COUNTY AREA SCHOOLS

2017-2018 ONLINE REGISTRATION DIRECTIONS

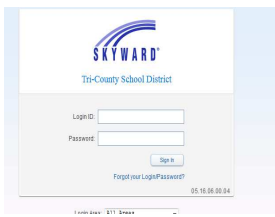
Please follow all directions below to register your student(s) at Tri-County Area Schools for the 2017-2018 school year through our ONLINE REGISTRATION PROCESS. If any issues/questions arise as you are working through this process, please contact Wendy Hetzel in the Administration Office at the following phone number:

(715) 335-6366 ext. 1000 (or press 1)

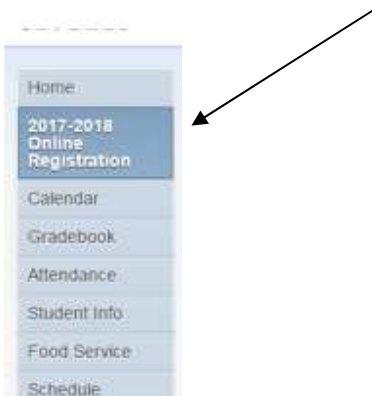
1. <http://www.tricounty.k12.wi.us/>



2. Login (Simply use your current Family Access login id and password) - *If you need help specifically with acquiring a login/password, you can reach support for this by contacting Wendy Hetzel at the number above, Joan Wallner at ext. 2910 (or press 2), or Mary Detlor at ext. 3900 (or press 3).*



3. Click on student registration and pick your child.



1. Verify Student Information
 ✓ Completed 05/16/2017 1:53pm

- ✓ a. Student Information
- ✓ b. Family Address
- ✓ c. Family Information
- ✓ d. Emergency Information
- ✓ e. Emergency Contacts
- ✓ f. Health Information

2. Custom Form

3. Complete 2017-2018 Online Registration

Previous Step Next Step

Close and Finish Later

4. Follow the steps and fill in the blanks.

Some items will need approval but you can move on.

Family Address and Family Information will be transferred to each student in your household

In the Emergency information you may have to search by “Dr.”, “Dr”, or by the name.

5. After you are done with each section, on the bottom in the middle there is a button that says Complete Step, (example below) and move on. You have to select that button on each page.

Complete Step 1a and move to Step 1b

6. When you have completed your registration it should look like this or it may say changes pending (if approval is needed).

1. Verify Student Information
 ✓ Completed 06/01/2017 9:38pm

- ✓ a. Student Information
- ✓ b. Family Address
- ✓ c. Family Information
- ✓ d. Emergency Information
- ✓ e. Emergency Contacts
- ✓ f. Health Information

2. Custom Form
 ✓ Completed 06/01/2017 9:47pm

3. Complete 2017-2018 Online Registration

Previous Step Next Step