

# TRI-COUNTY AREA SCHOOLS

## 2018-2019 ONLINE REGISTRATION DIRECTIONS

Please follow all directions below to register your student(s) at Tri-County Area Schools for the 2018-2019 school year via our new and improved **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)**

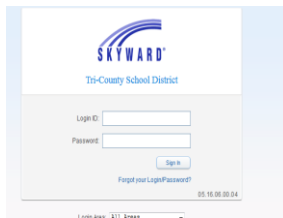
**PLEASE NOTE:** Family Address and Family Information will be transferred to each student in your household.

**1. Go to the school website at:** <http://www.tricounty.k12.wi.us/>

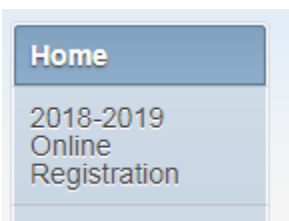
**2. Click on Skyward Family Access**



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



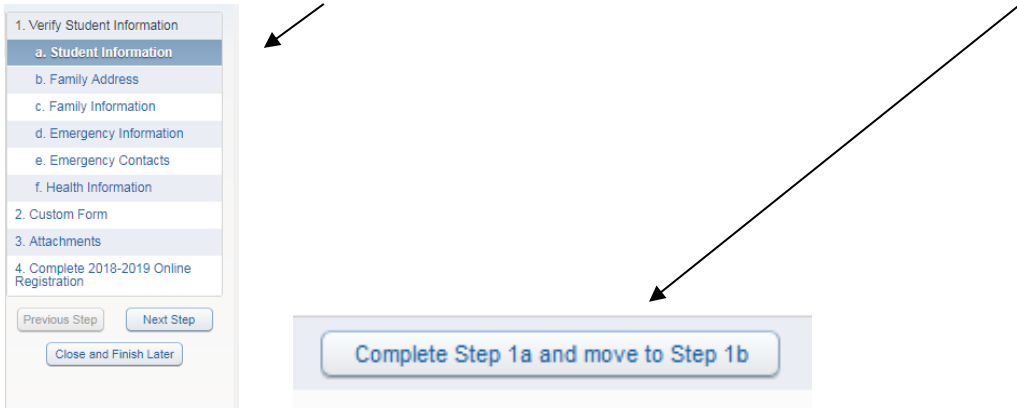
**4. Click on the online registration and choose your child's name.**



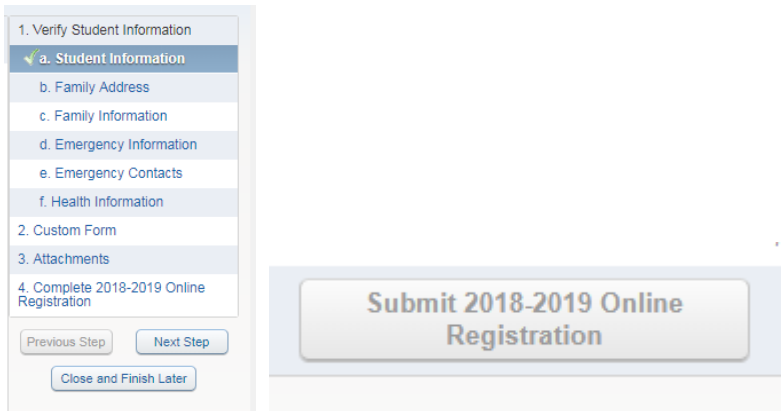
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**5. Follow the steps:** Click on 1a and fill in student information. Then, you must click on



Now continue with b-f in the same manner. If you see a green checkmark, your information has been submitted successfully. Next, continue filling out section number 2. You may skip number 3 if no attachments are necessary. Finally, click on section number 4. If this section verifies section 1 and section 2 are completed, then click on the submit button at the bottom.



\*Some items may need approval, however, you can continue filling out student information without approval.