Holly Area Schools Online Verification "How-to Guide"

To begin the Online Verification process:
Access the Holly Area Schools main web page at www.hask12.org

Select the **Skyward Online Verification** item under **Community/Parents**
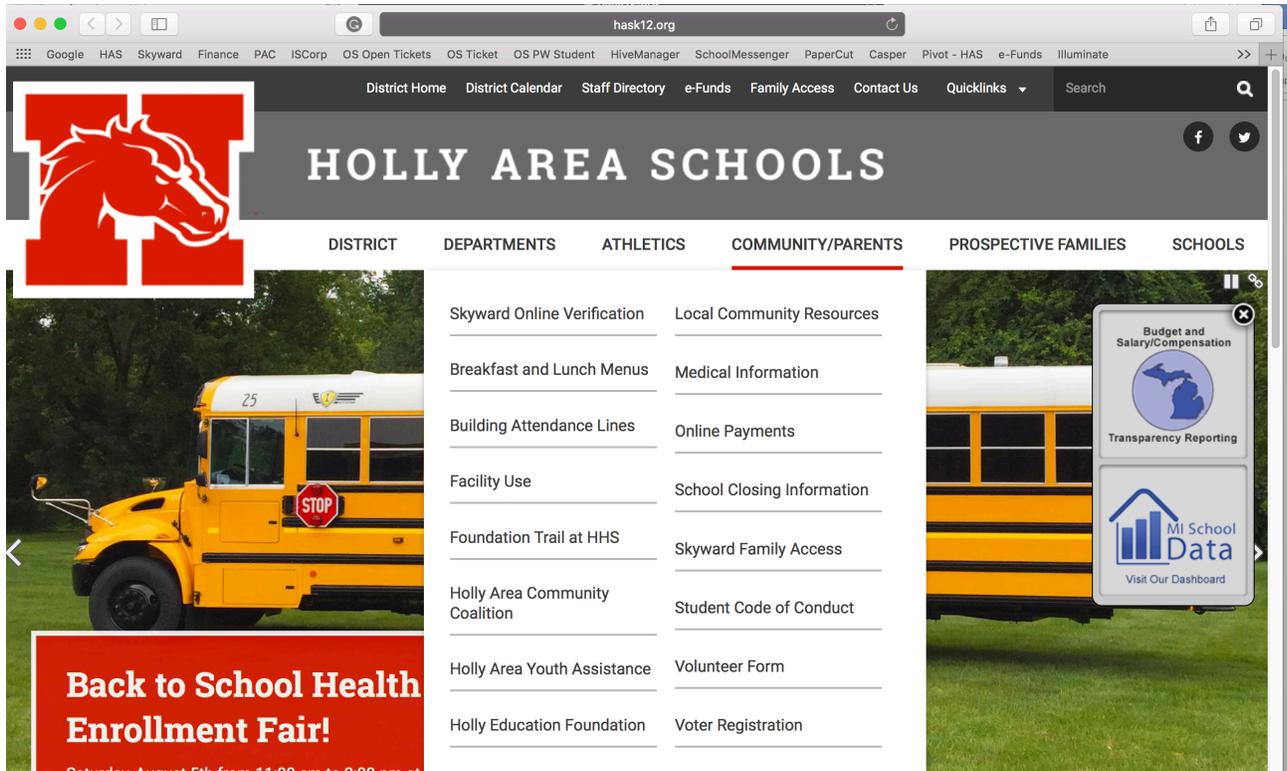
Here you will find information on the process and a login link to Skyward Family Access. You can also log in to Skyward Family Access by clicking the link at the top of our district website labeled **Family Access.**

Note: You must use your Family Access account and not your child's login. If you do not have your account information, please contact your student's main office or you can email: family.access@hask12.org (Please be sure to include your child's name and building, your name, and phone number where you can be reached during business hours)

Type in your **Login ID** and **Password**, then click **Sign In**

Your login usually begins with the first initial of your first name, your last name, and three numbers at the end. Example: **jsmith000**

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Choose **Open Family Access**
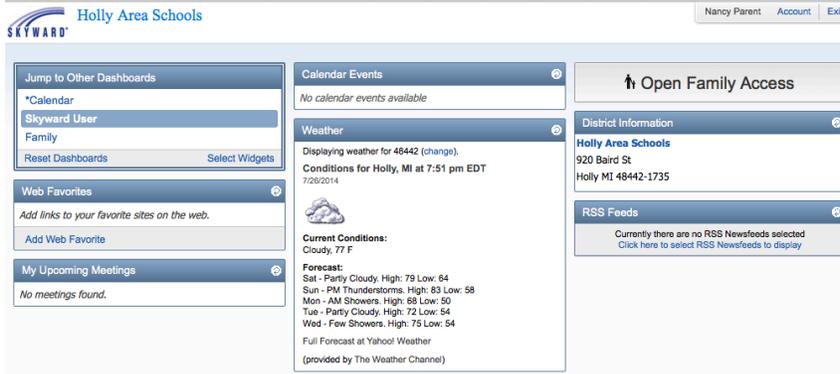
You should see in the middle of the screen an item that says **Go to Student Registration ##-## (current school year) for 'student name'** or you can click the **Student Registration ##-##** in the left side column.

Note: Online Registration will need to be completed for each of your students. To change the display to another student, click the drop-down arrow to choose another student.
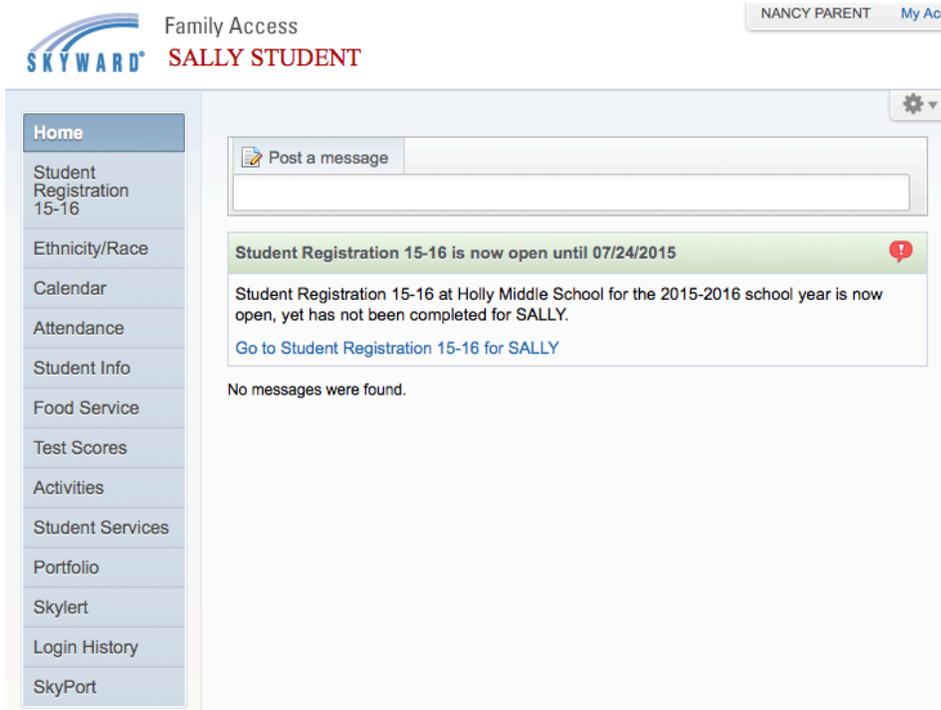
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The first screen you will see is the District Message. Please read through the information. To begin the process, click the first hyperlinked step (a) under **Verify Student Information**.

Note: The following steps outlined may vary depending on the building in which your student is enrolled.

Read Step 1a: Verify Student Information – Student Information
Verify student information is correct under **General Information**.
On this screen you can make changes to the 'Race' option if it is not correct.

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To complete this step, click the check box "**Complete Step 1a and move to Step 1b**".

Read Step 1b: Verify Student Information – Family Address
Verify your Address. If you need to make address changes, you will need to provide proof of residency to the main office at your school building (or during on-site registration if High School or Middle School) before your address will be updated in our system. Valid proof of residency includes one of the following: purchase/lease agreement or utility bill. You must also provide one of the following: bank statement or drivers license.

When you are finished, click the check box "**Complete Step 1b and move to Step 1c**".

Read Step 1c: Verify Student Information – Family Information
Verify your **Email** and **Phone numbers**. If you need to make changes, you can do so by clicking in the corresponding boxes and typing the updated information. This page is especially important as it is used by district staff for various communications.

When you are finished, click the check box "**Complete Step 1c and move to Step 1d**".

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Read Step 1d: Verify Student Information – Emergency Contacts
Verify your Emergency Contacts are correct. Phones number changes are allowed if you are the only person that has that contact person on your account. You are not allowed to make changes for phone numbers for staff in the district or other parents with enrolled students. Please contact your student's main office if you have any questions. You are able to remove a contact if you no longer wish for them to be listed for your student. You can do this by clicking the "**Delete this Emergency Contact**" hyperlink listed above each contact person.

When you are finished, click the check box next to "**Complete Step 1d and move to Step 2**".

Read Step 2: Skylert (Calling System) Information
Review the information currently in the system for contact through our calling system. If you do not want a phone number called, such as a work number, uncheck the corresponding boxes. In the **Additional Contacts** area, you can add phone numbers for contacts that are not listed in the system. An example may be a babysitter that would like to get information related to school activities and snow days. Please be sure to ask their permission before adding them to the calling system!

You will need to scroll to the bottom of this screen to see the **"Complete Step 2 and more to Step 3"** box.

You will now continue through the balance of the steps, being sure to mark each step Complete before continuing on to the next step.

Keep in mind that some steps will display a hyperlink which will open a document or website in a new window, tab or download the document depending on how your computer options are set for your browser.

Please be aware that a new window may open behind a current window. Do not close your Skyward window or you will have to log in again to continue.

Notice in the above example how the **Complete Step** box is grayed out. You will see this when you begin a new step that includes viewing of a document or website. You must click the link before the system will allow you to complete this step. You will see this through the majority of the steps in the process.

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During the verification process, you have an option to complete a Free and Reduced Lunch Application. We encourage everyone to complete the application. The income levels change each year and you may be eligible and not be aware.

The second to the last step of the Online Verification process will be the **Parent Acknowledgement Form**. Read the Final Acknowledgement form. Type your name in the electronic signature field. Type today's date in the date field. You may print this form for your records. Click the **Save** button when finished.

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The Final step is **Complete Student Registration ##-##**
Review the status of each step to make sure they are all at a **Completed** status. If you missed marking a step as complete, you can click the link on the right to jump to that step.

To finish your Online Verification, you MUST click the **Submit Student Registration ##-##** button or the system will not consider the process finished.

After you click the Submit button, you will see the following message.

This will let you know that the registration process has been completed.

If you determine that you need to make changes, you can click the "Mark Student Registration ##-## as not completed and make changes" hyperlink and return to the step for which you need to make changes. Be sure to re-submit after the changes are made.

If you have more than one student in the district, you will need to complete the registration process for each of them.