

*New students without an Active Family Access account will choose the New Student Enrollment Link from the MSD of Martinsville Home Page. <https://www.msdofmartinsville.org/> Click on the Link and proceed through the enrollment instructions.

New Student Enrollment Portal: Account Request

The screenshot shows the 'New Student Enrollment: Account Request' form. At the top, there is a 'Select Language' dropdown and 'Online Enrollment Access' text. The form title is 'New Student Enrollment: Account Request'. Below the title, a blue box contains the instruction: '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. Complete required fields to request an account to enroll your students.' The form is divided into three sections: 'Enter the name of the legal parent/guardian of the student you want to enroll', 'Enter contact information', and 'Complete the security dialog'. The first section has fields for 'Enter Legal First Name' (Samantha), 'Enter Legal Last Name' (Jonescr), 'Enter Legal Middle Name' (Marie), and 'Enter Legal Name Prefix' and 'Enter Legal Name Suffix' (both dropdown menus). The second section has a 'I don't have an email' checkbox, 'Enter Email Address' (sjonescr@email.net), 'Re-type Email Address' (sjonescr@email.net), and 'Enter Primary Phone Number' (two input boxes). The third section contains a CAPTCHA image showing the number '719' and a 'Type the text' input field. At the bottom, there is a note 'Asterisk (*) denotes a required field' and a button 'Click here to submit Online Enrollment Account Request'.

** We apologize, at this time the forms required are not compatible with cell phones. Please complete this process on a desktop, laptop or chromebook.

****Enter Legal First Name:** This is the legal first name of the person requesting a Portal Account to enroll new students. (Parent or Guardian First Name)

****Enter Legal Last Name:** This is the legal last name of the person requesting a Portal Account to enroll new students. (Parent or Guardian Last Name)

Enter Legal Middle Name: (Not Required)

Enter Legal Name Prefix: (Not Required)

Enter Legal Name Suffix: (Not Required)

I don't have an email: Please use this option while enrolling. Be sure to write down the login you created and the password that will appear on your screen. (You can give us your email address on the enrollment form)

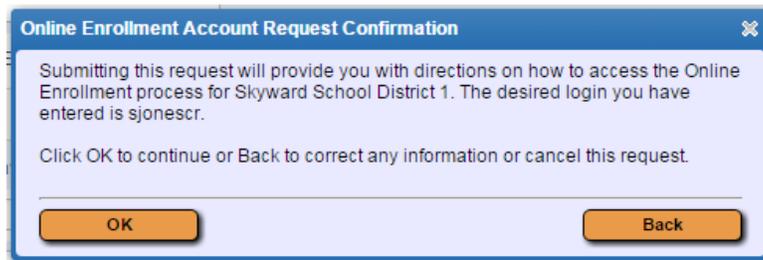
The screenshot shows a form titled "Enter contact information". A green arrow points to the "I don't have an email" checkbox, which is checked. Below this, there are two input fields: "* Enter Login:" and "* Re-type Login:", both containing the text "sjonescr".

Once the I don't have an email option is selected, the Email Address fields change to the Login fields.

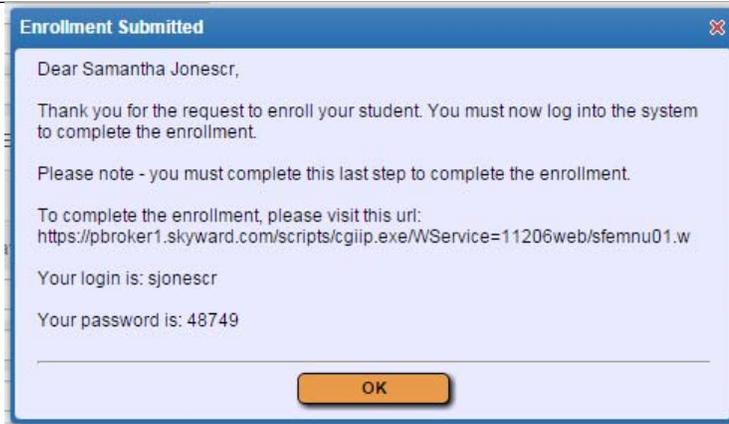
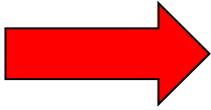
****Enter Login:** Enter a desired login to use to access the NSOE Portal, where a student application can be completed. You will be notified if the login is already in use upon submitting. (Create your own login)

****Retype Login:** Reenter the desired login to use to access the NSOE Portal. (Please make note of your login)

Enter Primary Phone Number: The guardian should enter their primary phone number, which will also become the primary phone number of the first family of the students they submit Enrollment Applications for. (This is Required)



If the form was filled out completely and there were no issues with matching data, the above message will appear. Click **OK** to complete the Account Request, or **Back** to make changes to the information entered.



(Please make note of your login and password, you will need these for the next step)

Click **OK** on this screen to refresh your page. The regular Login page for the Portal will then load. This is the same URL that will be included in the on-screen message displayed.

New Student Enrollment: Login

SKYWARD®
Skyward School District
CSIT)Customer Service TX Reference - Student

Login ID:

Password:

[Forgot your Login/Password?](#)

05.13.06.00.00-10.2

Login Area:

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Here is where you will enter the login and password from the previous screen.

****Login ID:** This is the guardian's login used when they requested their account or your Family Access Login.

****Password:** This is the Password provided in the Account Information message that the user received or your Family Access Password.

Sign In: Click this once the account information has been entered to access the NSOE Portal.

New Student Enrollment Portal: Overview

The screenshot shows the SKYWARD Online Enrollment Access portal. At the top right, the user name 'Krystal Smithscr' and an 'Exit' button are visible, along with a 'Select Language' dropdown. The main heading is 'SKYWARD New Student Enrollment: Application Form'. Below this heading are four orange buttons: 'Save and Continue to Fill Out Application', 'Save and go to Summary Page', 'Print Application', and 'Leave WITHOUT Saving'. A blue box contains instructions for completing the application. Below that is a section for 'Step 1: Student Information' with various input fields for name, gender, date of birth, and birth location.

You will be taken directly to the Application Form. This is the form to be filled out with the new student’s information.

In the upper right corner, the name of the guardian logged in is shown next to the **Exit** button.

Save and Continue to Fill Out Application: This button will save the data filled in so far, and keep the screen open to allow the guardian to complete it.

Save and go to Summary Page: This button will save the data filled in so far and take the user back to the Portal’s main page.

Print Application: This button will send the page to the guardian’s printer.
 Note: This will not run a process to a print queue and generate the form in a .PDF. It functions just like clicking print from the browser. **(This step is for home use only)**

Leave WITHOUT Saving: This button will take the user back to the Portal’s main page and **not** save any data entered into the form before doing so.

These buttons will also display at the very bottom of the form.

Creating and Submitting a New Student Enrollment Application

With the Application Form split into the different steps, it is important to know that you will only be able to have **one step expanded and available for editing at a time**. The currently active step will have the **Save** and **Save and Collapse Step** buttons active at the top of the section. If no step/section is in Edit mode, then the **Edit** and **View Only** buttons will be active. When one step/section is in Edit mode, the other sections will have the **View Only** button active so you can review those sections while editing another.

Step 1: Student Information

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information Edit View Only Save Save and Collapse Step

* Last Name: Smithscr * First Name: Benjamin Middle Name: A

Name Suffix: * Gender: Male

* Date of Birth: 04/06/2008 Birth City: Birth State: Birth Country: Birth County: Does student live within this school district?

Social Security Number: State ID: Is Student Hispanic/Latino?

* Federal Race: (select all that apply) American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Ancestry: * Language Spoken Most: ENGLISH * Language Spoken at Home: * Language District should use: Has student attended a state school? Has student attended this district previously?

Previous School District: Jefferson ISD School in the District Student Previously Attended: * Expected Date of Enrollment: 08/02/2013 * Expected Grade Level: * Expected School to Enroll into: Don't Know

Additional Information: (on the Student for the District) He prefers to go by Ben.

Maximum characters: 5000, Remaining characters: 4976

The next area is where you begin entering the data for the student. The fields marked with an * are required.

At the bottom of this section, some fields that will make up the student's Entry record can be found. you also have space in the **Additional Information** field to leave a note for the office to see as they process a student's application. (Please use this area for any info you believe we should be aware of)

Complete Step 1 and move to Step 2: Family/Guardian Information Complete Step 1 Only

You will then have to click the **Complete Step 1 and move to Step 2: Family/Guardian Information** to move on to adding the Family details.

The screenshot shows a web form for student enrollment. A modal dialog box titled "Application Not Submitted" is open, displaying the following message: "Please review the following: Student Home Lang is a required field. Correspondence Lang is a required field. Expected Grade Level is a required field." The dialog has an "OK" button. In the background, the form contains several fields, some of which are highlighted with red boxes to indicate they are missing required information. These include "Language Spoken at Home", "Language District should use:", "Expected Grade Level:", and "Expected Date of Enrollment". Other visible fields include "Ancestry:", "Language Spoken Most" (set to ENGLISH), "Previous School District" (Jefferson ISD), and "Additional Information" (He prefers to go by Ben.). At the bottom of the form, there are two buttons: "Complete Step 1 and move to Step 2: Family/Guardian Information" and "Complete Step 1 Only".

If something was **missed**, a screen listing the missed fields will display, and the **field(s) will be highlighted with a red box**. Click **OK** to close the box and fill in the missing data. Then click one of the Complete Step 1 buttons.

The screenshot shows a navigation bar for the enrollment process. It includes a legend: "Asterisk (*) denotes a required field" and "Please Note: Only one step may be edited at a time". The current step is "Step 1: Student Information", which has "Edit" and "View Only" buttons. To the right, it displays "Date Completed: 07/16/2013".

As a step is completed, a Date Completed will show to the right of the collapsed step. If the you click the **Edit** button for that step, the Date Completed will go away until they click one of the complete buttons again.

Step 2: Family/Guardian Information

Step 2: Family/Guardian Information

Enter Information for the Primary Guardian and the Family this Student lives with

Enter Information for the Family this Student lives with

Primary Phone: (555) 555-9684 Should the District keep this number confidential?

Family Home Language: ENGLISH

Home Address: House #: 6546 Direction: E Street Name: Main St Apartment:

P.O. Box: Address 2: City: Pleasant Ridge State: TX Zip Code: 78323

Enter Information for the Primary Guardian of the Family this Student lives with

* Last Name: Smithscr * First Name: Krystal Middle Name: May

Name Suffix: Name Prefix: Date of Birth: * Gender: Female

* Relationship to Child: Marital Status: Married

Should this guardian also be considered an Emergency Contact?

Cell Phone: (555) 555-4986 Work Phone: Contact Email Address: ksmithscr@email.net

Language: Employer: Stay-at-home mother

Work Hours:

Are there other Legal Guardians who live at this address?

Are there other Legal Guardians who live at a different address?

Some of the fields will be filled in for this guardian since it pulls the data from the form the guardian filled out when requesting the Portal account.

Upon clicking the check box to add the guardian as an emergency contact, this guardian's information will show in that portion of the application form.

If there are other guardians within this family (**at this same address**), click the **Yes, I want to Add another Legal Guardian who lives at this address** button at the bottom of the section. Notice the slightly thicker blue box around the guardians in this first family.

If there are additional Families that need to be attached to the student, click the **Yes, I want to Add a Legal Guardian who lives at a Different Address** button in the bottom left corner of the Family/Guardian Information Section. By clicking this button, the guardian will then be able to fill in the new family's information.

Yes, I want to Add another Legal Guardian who lives at this address

Step 2A: Enter Information for the Family and a Guardian that lives at a different address

Enter Information for the Family that lives at a different address **Remove this Family**

Primary Phone: (555) 555-5163 Should the District keep this number confidential?

Family Home Language: ENGLISH

Home Address: House #: 5466 Direction: W Street Name: ELM ST Apartment:

P.O. Box: Address 2: City: State: Zip Code:

Enter Information for a Guardian of the Family that lives at this address

* Last Name: Smithscr * First Name: John Middle Name:

Name Suffix: Name Prefix: Date of Birth: * Gender: Male

* Relationship to Child: Father Marital Status:

Should this guardian also be considered an Emergency Contact?

Cell Phone: Work Phone: Contact Email Address:

Language: Employer:

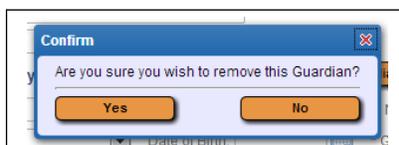
Work Hours:

Are there other Legal Guardians who live at this address?

Yes, I want to Add another Legal Guardian who lives at this address

Step 2A is to fill in the fields for the new family at a DIFFERENT ADDRESS. This can be repeated to add as many families as needed for the student. Notice at the top of the screen, the blue box that is around the first family can be seen, and a new purple box is around this new family. Each different family added will have a new color around the guardians to help keep them visually separated.

If the new family was added in error, click the **Remove this Family** button to delete the record. Just like with the Primary family/guardian, additional family members can be added by clicking the **Yes, I want to Add another Legal Guardian who lives at this address** button at the bottom of Step 2A.



The above confirmation screen will display after clicking the **Remove this Guardian** and the **Remove this Family** buttons respectively.

A **Remove this Guardian** button will display above all guardians in a family with more than one guardian in it.

Enter Information for a Guardian of the Family that lives at this address Remove this Guardian

* Last Name: Smithscr * First Name: Lucy Middle Name:

Name Suffix: Name Prefix: Date of Birth: * Gender: Female

* Relationship to Child: Stepmother Marital Status:

Should this guardian also be considered an Emergency Contact?

Cell Phone: (555) 555-9434 Work Phone: Contact Email Address:

Language: Employer:

Work Hours:

Are there other Legal Guardians who live at this address?

Yes, I want to Add another Legal Guardian who lives at this address

Are there other Legal Guardians who live at a different address?

Yes, I want to Add a Legal Guardian who lives at a Different Address No, Complete Step 2 and move to Step 3: Medical/Dental Information No, Complete Step 2 Only



Once all the Family/Guardian Information has been entered, the guardian completing the application needs to click the **No, Complete Step 2 and move to Step 3: Medical/Dental Information**

Step 3: Medical/Dental Information (You may skip this if you choose)

Step 3: Medical/Dental Information Edit View Only Save Save and Collapse Step

Allergy/Medical Condition:

Physician Last Name: Physician First Name: Physician Middle Name:

Name Suffix: Name Prefix: Physician Phone:

Dentist Last Name: Dentist First Name: Dentist Middle Name:

Name Suffix: Name Prefix: Dentist Phone:

Insurance: Insurance Phone:

Insurance Policy Number:

 Complete Step 3 and move to Step 4: Emergency Contact Information Complete Step 3 Only

For this step, any fields that would show on the Emergency Info tab for the student will be available for the guardian to fill out. **(If you choose to skip this area, click complete Step 3 and move to Step 4)**

Step 4: Emergency Contact Information

Step 4: Emergency Contact Information

Enter the Information for Emergency Contact #1

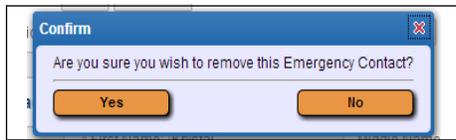
* Last Name: Jonescr * First Name: Samantha Middle Name: Marie
 Name Suffix: Name Prefix: Is this contact allowed to pick up the student from school?
 Gender: Female Date of Birth: Marital Status: Language:
 Contact Email Address: Primary Phone: (555) 555-9641 Should the District keep this number confidential?
 Cell Phone: Work Phone: Fax:
 Relationship to Child: Mother Relationship Comment:
 Employer: Occupation:

Do you have other Emergency Contacts to add for this student?

Any Guardians that had the checkbox marked to add them as an Emergency Contact during Step 2 will show automatically in this section and their contact information cannot be updated here. It will have to be updated in the Guardian portion of the form.

If contacts other than a guardian need to be entered, click the **Yes, I want to Add another Emergency Contact Record** button in the bottom left corner of the section. This will add another set of Emergency Contact fields to be filled in.

If an Emergency Contact record is added in error, the **Remove this Emergency Contact** button can be used.



Upon clicking the button, the above confirmation box will display. Click **Yes** to remove the Emergency Contact, or **No** to cancel the request.

After clicking the **No, Complete Step 4 and move to Step 5...** the next step will become available (as long as Steps 1 through 3 are also marked complete).

Step 5: Additional District Forms

Click on a Form button to fill in the data on the form. In the example above, clicking the **AUP** button will open a screen for the user to access the form.

Notice that a form may be flagged as required. When this is done, you must open the form and complete it before completing this step.

You can then fill out the form and click the **Save** button.

The step will then be marked as completed. If it was not filled out and the guardian plans to come back to it, they can uncheck the box showing it as completed.

Note: If multiple forms are setup, they do not have to be completed in the order they are listed on screen.



If the **Complete Step 5** button is selected **without** all the forms being marked as completed beforehand, the above error message will display.

After all of the Additional District Forms have been marked as completed, you can mark Step 5 complete.

Submitting the Application

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

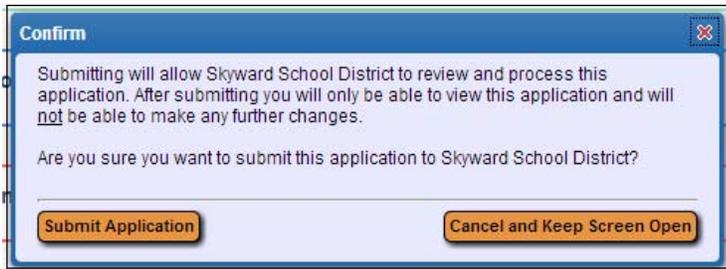
Step 1: Student Information	Edit	View Only	Date Completed: 04/27/2015
Step 2: Family/Guardian Information	Edit	View Only	Date Completed: 04/27/2015
Step 3: Medical/Dental Information	Edit	View Only	Date Completed: 04/27/2015
Step 4: Emergency Contact Information	Edit	View Only	Date Completed: 04/27/2015
Step 5: Immunization Information	Edit	View Only	Date Completed: 04/27/2015
Step 6: Requested Documents	Edit	View Only	Date Completed: 04/27/2015
Step 7: Additional District Forms	Edit	View Only	Date Completed: 04/27/2015


Submit Application to the District

* All steps must be Completed before an Application can be Submitted *

When all steps are complete and are showing a Date Completed, the **Submit Application to the District** button will be active at the bottom of the screen.

Before submitting, guardians should review all parts to make sure the information is correct. Once the application is submitted, they cannot make any changes to its content. You would have to contact the district to notify them of the inaccurate information.



The above confirmation screen will display after clicking the Submit Application to the District button. Click **Submit Application** to complete the process, or **Cancel and Keep Screen Open** to still have the ability to review and update the application.



A message will display after clicking Submit Application.