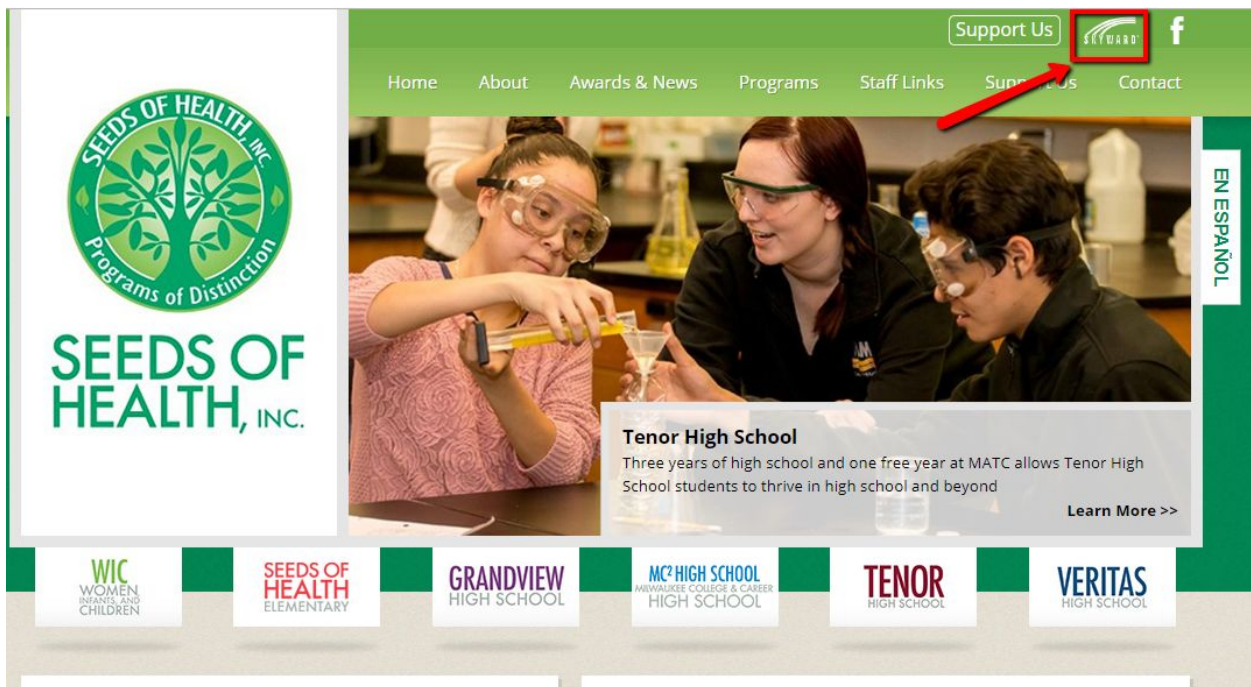


Online Registration Instructions

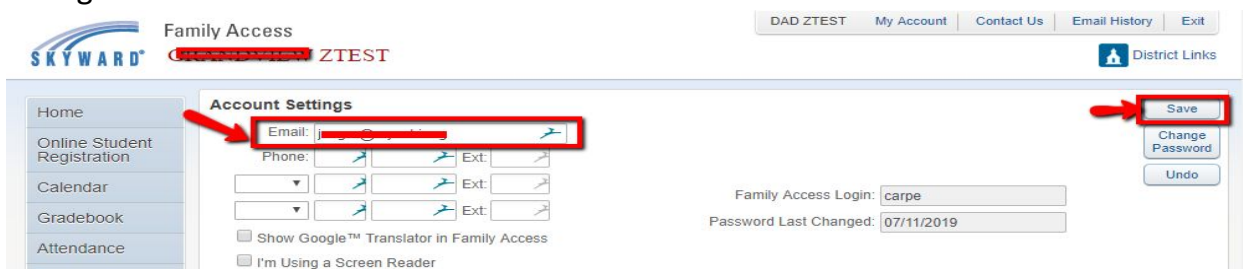
Welcome to the online registration for Seeds of Health Schools (Grandview, MC2, Veritas, Tenor and Seeds of Health Elementary). Online registration is available for active 2019-2020 enrolled students. Parents/Guardians access online registration by logging into Skyward Family Access using their login/password.

Skyward Family Access can be found on the agency website (<https://www.seedsofhealth.org/>) click the Skyward logo or use the [Skyward Family Access Link](#). This will prompt you for your login and password. Once you have successfully entered your login and password you can access all your students in elementary and high school. Each parent has their own login and password. If you do not know your Family Access login, please contact your students' building secretary. You will be asked to provide an email address for the school to send you the link.



Once you have logged into your account, there is one housekeeping item you will need to take care of before you are ready for the Online Registration Process.

Housekeeping item: Enter your correct email address by clicking "Account Info" at the top right of screen. If the email address is incorrect, click the "Change My Email" box at the right and enter the correct address.



After you have entered/reviewed your email address, then choose which student you would like to begin registering (if you have more than one student). Please note: each student must be registered individually.

The screenshot shows the 'Family Access' homepage. At the top, there is a navigation bar with 'MOM ZTEST', 'My Account', 'Contact Us', 'Email History', and 'Exit'. Below this is the 'SKYWARD' logo and 'ZTEST' text. A 'District Links' icon is also present. On the left, a sidebar menu includes 'Home', 'Online Student Registration', 'Gradebook', and 'Attendance'. A red arrow points from 'Online Student Registration' to a notification box. The notification box contains the following text: 'Online Student Registration is now open until 08/19/2019', 'Online Student Registration at [redacted] for the 2019-2020 school year is now open, yet has not been completed for T [redacted]', and a link 'Go to Online Student Registration for T [redacted]'. On the right, there is a section for 'Upcoming Events'.

Begin the Online Student Registration Process with step 1a.

The screenshot shows the 'Online Student Registration' page. At the top, there is a navigation bar with 'MOM ZTEST', 'My Account', 'Contact Us', 'Email History', and 'Exit'. Below this is the 'SKYWARD' logo and 'ZTEST' text. A 'District Links' icon is also present. On the left, a sidebar menu includes 'Home', 'Online Student Registration', 'Gradebook', 'Attendance', 'Student Info', 'Food Service', 'Schedule', 'Discipline', 'Portfolio', 'Skylert', and 'Login History'. The main content area is titled 'Online Student Registration' and includes a 'District Message' section. The message text reads: 'Welcome to [redacted] School's Online Registration process for the 2019-2020 school year. Online Registration is a step by step process for [redacted] parents to complete back to school tasks before the first day of school. Registration is required for each of your students. The Online Student Registration is used to verify student information and complete required forms. You must open and verify each step before it can be marked as completed. To complete the registration for this student, you MUST click the final step labeled "Complete Student Registration" and click the "Submit Student Registration" box. You will then receive an email confirming your registration. The steps are listed to the right. To begin, click the hyperlink for the first item under "Verify Student Information". You have the option to finish your registration at a later time by clicking the "Close and Finish Later" box at the bottom right column.' A red arrow points from the message to the first step in the list. The list of steps is: 1. Verify Student Information, 2. Add a Food Service Application, 3. Photo and Media Release Form, 4. Student/Parent Handbook Acknowledgement Form, 5. Directory Data Information (with a green checkmark and 'Completed 07/09/2019 5:29pm'), 6. Medication Information, and 7. Complete Online Student Registration. At the bottom of the list, there are 'Next' and 'Close and Finish Later' buttons.

As you complete each step click the box at the bottom "Complete step X and move to step Y". A list of all steps is listed on the right side of your screen. Once each step is completed a green check mark will appear in front of that step. You may return to any step to edit as needed.

Family Access

MOM ZTEST My Account Contact Us Email History Exit

SKYWARD ZTEST District Links

Online Student Registration

[REDACTED] SCHOOL 2019-2020

Step 1a. Verify Student Information: Student Information (Required)

Undo

Please verify that all of the information in this section is correct. Make any corrections necessary to the information provided. When entering information please be as specific as possible.

General Information

* First: Middle:

* Last: Suffix:

Birthdate: Gender:

Race:

Is either parent or guardian on active duty in the military?

Is either parent or guardian a traditional member of the Guard or Reserve?

Is either parent or guardian a member of the Active Guard/Reserve (AGR) under Title 10 or full time National Guard under Title 32?

Home Phone: Ext:

School Email: Home Email:

Complete Step 1a and move to Step 1b

(*) Indicates a required field.

Previous Step Next Step

Close and Finish Later

District Message

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
 - f. Health Information
2. Add a Food Service Application
3. Photo and Media Release Form
4. Student/Parent Handbook Acknowledgement Form
5. Directory Data Information
Completed 07/09/2019 5:29pm
6. Medication Information
7. Complete Online Student Registration

The final step will be “Submit Online Student Registration”. This gives you an overview of completed steps. You have the option to “Print” the confirmation. Any Optional/Additional forms need to be printed and returned to school along with all registration fees prior to the first day.

Family Access

MOM ZTEST My Account Contact Us Email History Exit

SKYWARD ZTEST District Links

Online Student Registration

[REDACTED] SCHOOL 2019-2020

Step 7. Complete Online Student Registration (Required)

Print

By completing Online Student Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete Online Student Registration for TENOR?

Review Online Student Registration Steps

Step	Step Name	Completion Date
Step 1)	Verify Student Information	Completed 07/11/2019 12:02pm
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	Add a Food Service Application	Completed 07/11/2019 12:03pm
Step 3)	Photo and Media Release Form	Completed 07/11/2019 12:03pm
Step 4)	Student/Parent Handbook Acknowledgement Form	Completed 07/11/2019 12:03pm
Step 5)	Directory Data Information	Completed 07/09/2019 5:29pm
Step 6)	Medication Information	Completed 07/11/2019 12:03pm

Guardian Name: MOM ZTEST Guardian Address:

Submit Online Student Registration

Previous Step Next Step

Close and Finish Later

District Message

1. Verify Student Information
Completed 07/11/2019 12:02pm
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
 - f. Health Information
2. Add a Food Service Application
Completed 07/11/2019 12:03pm
3. Photo and Media Release Form
Completed 07/11/2019 12:03pm
4. Student/Parent Handbook Acknowledgement Form
Completed 07/11/2019 12:03pm
5. Directory Data Information
Completed 07/09/2019 5:29pm
6. Medication Information
Completed 07/11/2019 12:03pm
7. Complete Online Student Registration

Complete these steps for each of your students.