

ONLINE REGISTRATION INSTRUCTIONS

Dear Parent/Guardian:

This school year we are very excited to be implementing online registration. This will allow you to update your child's information, pay fees, pay for food service and fill out free/reduced lunch applications all online.

Online registration will be done through Skyward Family Access. To access this program go to www.manawaschools.org, click on Our Schools then click on Family Resources on the left hand side. On

the far right click on Skyward Family Access and enter your Login ID and Password. If you are unsure of your Login ID or Password, please contact the school at 920.596.5800 for assistance.

From the main screen, click on the first tab on the left - Online Registration. Please review and update the information shown.

If you would like to complete the free/reduced lunch application, click on Food Service on the left and then click on Applications toward the top.

To pay fees online, click on Fee Management then click on "Make a Payment." This will take you to the eFunds site. If this is your first time on eFunds you will need to create an account. You may need your student's "Other ID" number. This can be found in family access by clicking on Student Info and under your child's picture you will find the other ID number.

If you online register, please be aware that the following forms still need to be returned as soon as possible:

- Yellow Signature Sheet
- Pink Permission/Consent Form
- Kobussen Student Bus Registration Form
- Human Growth and Development opt out form
- Blue Inclement Weather Form (Grades 6-8)
- Honor Application (if you choose to participate)
- Technology Acceptable Use & Safety Form
- Young Adult Materials Access (grades 6-8)
- Reduced Cost Food Service Application (if you did not fill out electronically)