Skyward's Family Access Online Registration Process

The following is needed to participate in the online registration process:

1.   **A computer with internet access. Using the Skyward Phone app does not work for all forms during the registration process. The preferred browser for this process in Google Chrome.**
2. **A Skyward Family Access account. If you do not know your Skyward Parent/Family Access login information, we are asking that you email Connie Sue Torrance at:** *torrance-connie@wc235.k12.il.us* **to request your Skyward Parent/Family Access information. Using your child's student access will not give you access to registration, you will need parent access. These instructions will walk you through the registration process. Information about fee payment is also outlined.**

1: Login to Family Access with your username and Password by using the Skyward link on the school's website: www.wc235.k12.il.us and selecting Skyport on the next page to take you to the login screen.

2: Click on the Register link under the online Registration Menu:

3.   **Click on the Student name to begin.**
4. **Follow the directions carefully as you navigate through the online registration process Step-by-Step. When you have completed each step in the registration process, each step will have a green check mark when completed. ✓ Make sure all sections have a green check mark.**

5.   **After completing all of the registration steps, your Final Step will be to click the Complete and submit the registration for your student.**

Fee Sheets/Fee Management Instruction through Family Access:

1) Login into Family Access through Skyward. This step must be done on a computer as the process will not work with a phone.

2) Once in Family Access, select the tab that says "Fee Management". This screen will show any fees that are owed and what payments have been applied to your account.

 If you have any questions or need assistance with the process, you can email Jaime Shultz at shultz-jaime@wc235.k12.il.us.

Instructions on how to pay fees online:

1) Go to our District webpage www.wc235.k12.il.us. At the top of the page you will need to click on E-Pay (Jet Pay) tab. This will take you to the Illinois E Pay webpage. Here you can either create on an account by following the instructions or make a one time payment.

2) If making a one time payment you will need your student's Family ID number. The Family ID number can be found in Skyward Family Access/Family Information/View StudentName Information. If you need further assistance with this number please contact your student's building office.

3) After you have your student's ID number, complete the remainder of the information that is requested, select what fees you are paying for, and add the items to your cart.

4) The next step will be to enter your payment information.

5) Once completed you will receive a confirmation email of your payment.   Please allow 2-3 days for any payments posted to your student's account.

Payment Methods:

1) Debit/Credit Card- online payment
2) Checks can be mailed to West Central School District, Attention: Jaime Shultz, 1514 US Route 34, Biggsville, IL 61418