

Instructions for USD 263 Online Registration

- 1) Go to www.usd263.com.
- 2) Click on 'Enrollment' in the Quicklink section (lower right corner).
- 3) You will be directed to the enrollment webpage. Click on each of the links located in the left margin. Please read these directions. Notice the STUDENT FORMS AND POLICIES link. Parents and guardians should click on each link and read the information because they will be asked to agree to district polices during the enrollment process. Then click on the "ENROLL TODAY" button to begin the enrollment process.
- 4) Log in using your Skyward Family Access login and password. If you do not have this information, contact LaShelle Heckart by email at lheckart@usd263.org or call 777-1102, Ext. 5216.
- 5) Your student's name will show at the top of the screen with a drop-down showing each of your students. **You will need to complete Enrollment Information for each child.**
- 6) Click on 'Online Registration' in the top left side of the screen.
- 7) Click on the name of the student you wish to enroll (blue link in the pop-up box, scroll as needed)
- 8) Click on each blue links (far right side of the screen) to complete the enrollment process.
- 9) Step 1a is 'Student Information' and step 1b is 'Family Address'. Please verify this information. Contact the school's office if you need to make changes on these two steps.
- 10) Continue filling out information on each step. Be sure to open any provided web links, and then **making sure to click the 'I have completed this step' box for each section**. Mark each one completed after you've followed the instructions for that step. You will not be able to advance to the next step until you have marked a step completed. If a step shows as Optional, you will not need to complete it if that information does not apply to you.
- 11) The step 8 allows you to see fees owed and gives you the option to pay with a personal credit card.

If you wish to pay with a credit card, click on 'Make a Fee Payment'. This will allow you to see fees owed. Click on 'Pay with Vendor' and make your payment.

If you prefer to pay by check or money order, click on 'Make a Fee Payment', note fee amount, and click on 'Back'. Mail your payment, including the name or names of your student(s), to the school they will be attending. Addresses for each building are listed below.
- 12) When you have finished with all enrollment steps, click on 'Complete Online Registration'. Review that you have completed each step. Then click on 'Close and Finish'. Read the final screen to confirm the enrollment process completed successfully. You will receive an email stating that you have completed the Online Enrollment process for this student.
- 13) Repeat these steps if you have an additional returning student to enroll for the current school year.

Munson Primary School 1007 Westview Dr. Mulvane, Kansas 67110 316-777-0151	Mulvane Grade School 411 S.E. Louis Blvd. Mulvane, Kansas 67110 316-777-1981	Mulvane Middle School 915 Westview Dr. Mulvane, Kansas 67110 316-777-2022	Mulvane High School 1900 North Rock Road Mulvane, Kansas 67110 316-777-1183
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Please be sure to specify the name or names of your student(s) on your check.

If you have any questions, please email LaShelle Heckart at <mailto:lheckart@usd263.org> or call at 777-1102 Ext. 5216.