

New Families Student Online Registration Guide

1. Go to the Hortonville Area School District's website, www.hasd.org
2. Click the button, 'Register.'
3. This will take you to a separate page. On this page you will find pdf documents for registration, a guide to help you with Online Registration and the link to start registration.
4. Click the button to start registration.
5. In the window that appears, you will have to enter the required data for Skyward to send you a password.



New Student Enrollment: Account Request

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.

Enter the name of the legal parent/guardian of the student you want to enroll

* Enter Legal First Name:

* Enter Legal Last Name:

Enter Legal Middle Name:

Enter Legal Name Prefix: Enter Legal Name Suffix:

Enter contact information

* Enter Email Address:

* Re-type Email Address:

* Enter Primary Phone Number:

Asterisk (*) denotes a required field

[Click here to submit Online Enrollment Account Request](#)

6. Please check your email. You should have received a message containing your username, password and the weblink to Family Access.
7. Click the weblink, then enter your username and password.

Hortonville Area School District

SKYWARD
Hortonville Area School District
Student Information & Family Access

Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

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Login Area:

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8. Enter the information in Step 1. Click 'Complete Step 1' and move to Step 2. Continue to enter the data from step to step.

Online Enrollment Access

RDON YOURT Exit
Select Language

HI
New Student Enrollment: Application Form

Save and Continue to Fill Out Application Save and go to Summary Page Print Application Leave WITHOUT Saving

Instructions for completing the student application
Answer the questions to progress through the application form.
Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen.
Click 'Save and go to Summary Page' to save your progress and return to the summary page.
Click 'Leave WITHOUT Saving' to return to the summary page without saving.

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: _____ * First Name: _____ Middle Name: _____
Name Prefix: _____ * Gender: _____
* Date of Birth: _____ * Birth City: _____ Birth State: _____
Birth Country: _____
 Is Student Hispanic/Latino?
* Federal Race: American Indian or Alaskan Native
(select all that apply) Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White
* Language Spoken Most: _____
* Expected Date of Enrollment: _____ * Expected Grade Level: _____ * Expected School to Enroll into: _____
Additional Information:
(on the Student for the District)
Maximum characters: 5000; Remaining characters: 5000

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

Step 2: Family/Guardian Information Edit View Only

Step 3: Medical/Dental Information Edit View Only

Step 4: Emergency Contact Information Edit View Only

9. In Step 2, make sure to add all Family contacts that live at the address you listed.
10. Once you have completed entering all Family contacts, click 'No, Complete Step 2 and move to Step 3'.
11. In Step 3 enter the medical/dental information for your child.
12. Once you have completed entering all medical/dental information, click 'Complete Step 3 and move to Step 4'.
13. In Step 4 enter any additional emergency contacts for your child.
14. Once you have completed entering all emergency contacts, click 'No, Complete Step 4 and move to Step 5'.
15. In Step 5 there are many additional forms that need to be completed. Forms 13, 14 and 15 are not required. In many forms you can create multiple records. Make sure when you complete a form to save and then click 'Back to Additional District Forms' to return to the main screen. When you have completed all forms click 'Complete Step 5.'
16. If you are done, click 'Submit Application to the District.' If you are not done, you may go back into each step and review the data.