



2013-14 ONLINE REGISTRATION STEPS AND INSTRUCTIONS

PLEASE KEEP THIS INFORMATION FOR YOUR REFERENCE

Registration for current Geneseo CUSD #228 students will be available for completion ONLINE via the District's website, www.dist228.org, beginning **March 18, 2013 and must be completed before May 23, 2013.**

1. To register your student(s) online, go to the school district website at www.dist228.org beginning March 18, 2013, and click on the link for Skyward Family Access. Log in with your family username and password. If you do not know your login or password, please contact the school your child attends. **Login information will ONLY be sent to parents of incoming Kindergarten students who DO NOT have older siblings.**

If you do not have computer access at home, there are computers at the Geneseo Public Library that you may use during their usual hours. Additionally, computers and registration help will be available at Geneseo Middle School on April 24, 2013, 2 p.m. to 7 p.m. and July 25, 2013, 12:00 noon to 7 p.m.

2. Once in Family Access, the button to take you to Online Registration will show up. There is also a link on the left side of the screen for **ONLINE REGISTRATION**. Clicking on the Online Registration button will bring up the steps you will need to complete registration for your child(ren). You will need to complete registration for each child separately. The grade listed for your child is their current grade in school.
3. If your child will be moving up to either the Middle School or the High School, you will need to use the pull down arrow next to their current school name to change to next year's school.
4. Complete all of the steps listed and be sure to click SAVE on all of the forms you fill out. If you click BACK on any of the forms, the data you entered will NOT be saved. After you have saved each form, you will need to check the box indicating you have completed a step before you can proceed to the next step, as the boxes do not check automatically. You can exit the online registration process and return later if necessary.
5. **Please be sure to click on both of the COMPLETE REGISTRATION buttons when you are finished.** (You might need to scroll down to see the first one.) You will receive an email confirmation upon completion of all registration steps. If you DO NOT receive this email, please log back into Family Access and verify that all of the steps were completed and checked and that your email address is correct.
6. Payment is not due until after July 1, 2013. You will receive payment instructions on or around July 1.

The District website, www.dist228.org, is a valuable reference. Be sure to visit it often for more information regarding registration, Back To School, and more!

If you have any questions, contact Rayanne Burrack at rburrack@dist228.org, or by phone: 309-945-0545 or 309-912-3213.