

Directions for Online Registration

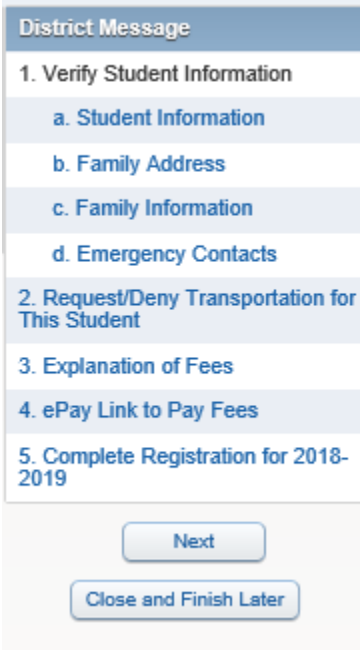
Registration is now open for next school year. **Please register now** as many of our school offices are closed over the summer. **It is very important to register during the month of May as this allows us to have adequate and sufficient staff in place at the beginning of the school year. Students will not be allowed to participate in extracurricular activities until registration is complete.** Registration must be complete for each child who will be attending one of our schools.

Below you will find directions to walk you through the registration process. There are multiple ways to access this area, the easiest way is to click on "Registration for School Year 2018-2019" from the toolbar in the left hand column and select the child's name you are registering from the list that appears:

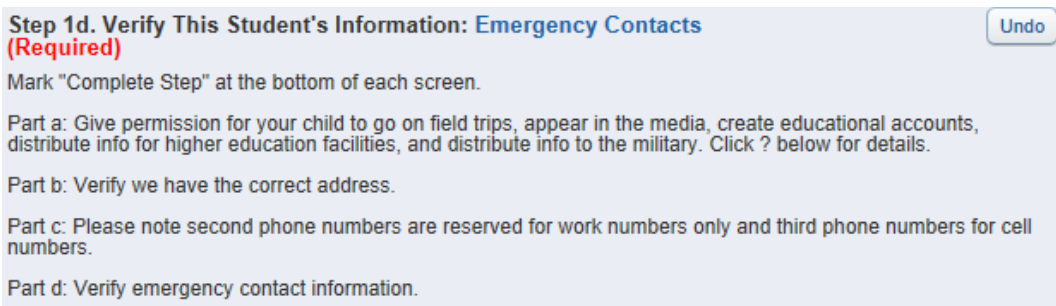


STEP 1 Verify This Student's Information Parts a-d:

Begin the registration process by clicking on Step 1 Part a, "Student Information", from the right hand side of your screen. This step contains four parts to approve.



Verify Step 1 Parts a-d and mark "Complete Step and move to the Next Step" at the bottom of each screen.



STEP 2 Request/Deny Transportation for This Student:

Select Step 2 and fill in the info only if you are requesting transportation. If your child does not need transportation simply select the Complete Step 2 Only button at the bottom of the page and then the Next Step button in the right column:

Complete Step 2 Only

Step 3 Explanation of Fees:

Select Step 3 and fill out the fees applying to this student. Once you are finished, select the Complete Step 3 Only button at the bottom of the page and then the Next Step button in the right hand column:

Complete Step 3 Only

Step 4 ePay Link to Pay Fees:

Option 1: If you are not paying your fees using ePay at this time, you may jump to Step 5. You are able to go to our district website (www.macomb185.org) at any time, select ePay from the menu bar on the left and pay your child's school fees.

Option 2: If you are paying your fees using ePay, select Step 4 and click on the blue link: "Explanation of Fees". This link will take you to the Macomb School District ePay website. There are no transaction fees. You will need your student's Other ID number to make a payment. If you do not know this number, it can be found in Family Access under Student Information. If you visit the ePay website, please remember to return to Family Access and choose "Complete Step 4 and move to Step 5".

Step 4. ePay Link to Pay Fees (Optional)

This link will take you to the Macomb School District ePay website. There are no transaction fees. You will need your student's Other ID number to make a payment. If you do not know this number it can be found in the main area of Family Access under Student Information. If you visit this site, please remember to return Family Access and check you have completed the registration process. If you are not paying your fees using ePay, you may jump to Step 5.

[ePay Link to Pay Fees](#)

Step 5 Complete Registration for School Year 2018-2019:

This Final Step is very important to do. If this step is not done, our staff may contact you to finish the process thinking you have not registered. If you have checked all steps as complete through this process, your screen will appear as below.

Step 5. Complete Registration for School Year (Required)		District Message
By completing Registration for School Year you are confirming that the Steps below have been finished. Are you sure you want to complete Registration for School Year for		1. Verify This Student's Information Completed 04/07/2015 1:06pm
Review Registration for School Year		a. Student Information
Step 1) Verify This Student's Information	Completed 04/07/2015 1:06pm	b. Family Address
No Requested Changes exist for Step 1.		c. Family Information
Step 2) Request Transportation for This Student	Completed 04/02/2015 1:48pm	d. Emergency Contacts
Step 3) Explanation of Fees	Completed 04/07/2015 1:00pm	2. Request Transportation for This Student Completed 04/02/2015 1:48pm
Step 4) ePay Link to Pay Fees	skipped	3. Explanation of Fees Completed 04/07/2015 1:00pm
Guardian Name:	Guardian Address: MACOMB, IL 61455	4. ePay Link to Pay Fees
<input type="button" value="Submit Registration for School Year"/>		5. Complete Registration for School Year 2015-2016
		<input type="button" value="Previous Step"/> <input type="button" value="Next Step"/>
		<input type="button" value="Close and Finish Later"/>

If you did not complete one of the steps, you will not be able to select the Submit Registration for 2018-2019 button:

Step 5. Complete Registration for 2018-2019 (Required)
By completing Registration for 2018-2019, you are confirming that the Steps below have been finished.
Are you sure you want to complete Registration for 2018-2019 for |

Review Registration for 2018-2019 Steps

Step 1)	Verify Student Information	not completed
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	Request/Deny Transportation for This Student	skipped
Step 3)	Explanation of Fees	not completed
Step 4)	ePay Link to Pay Fees	skipped

Guardian Name: **Guardian Address:**

Submit Registration for 2018-2019

In the above example, you must go back to Sections 1 and 3, verify your student's information and then select complete at the bottom of the page. You will then be allowed to finish the registration in Step 5. Select the "Submit Registration for School Year 2018-2019" and you will receive a follow-up email indicating your child's registration is now complete. You may save your work and return to Family Access later by selecting:

If you need to register another child, go back to the "Registration for School Year 2018-2019" button in the upper left hand corner and select the next child from the drop down list.

Please contact your child's school office and they will be able to assist you or answer any questions you may have.