

## Directions for Online Registration

Registration is now open for next school year in your Family Access Account. **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 staff in place at the beginning of the school year. Fees do not need to be paid now, however, students will not be allowed to participate in extracurricular activities until registration is complete and fees are paid, or a waiver is on file.** Registration must be completed for each child who will be attending one of our schools.

Below you will find directions to walk you through the registration process. Log into your Family Access Account and click on “Online Registration” 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 4 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 1d. Verify This Student’s Information: Emergency Contacts (Required)** Undo

Mark “Complete Step” at the bottom of each screen.

Part a: Give permission for your child to go on field trips, appear in the media, create educational accounts, distribute info for higher education facilities, and distribute info to the military. Click ? below for details.

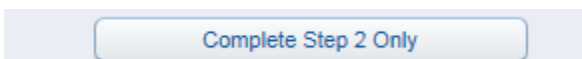
Part b: Verify we have the correct address.

Part c: Please note second phone numbers are reserved for work numbers only and third phone numbers for cell numbers.

Part d: Verify emergency contact information.

### 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:



### 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](http://www.macomb185.org)) at any time and select the ePay button in the center of the page 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: "ePay Link to Pay 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 the main area of 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 2021-2022:

This Final Step is very important. 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.

<b>Step 5. Complete Online Registration (Required)</b> By completing Online Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete Online Registration for _____ ?	<b>District Message</b>
<b>Review Online Registration Steps</b>	1. Verify Student Information
Step 1) <b>Verify Student Information</b> <span style="color: red;">not completed</span> <i>No Requested Changes exist for Step 1.</i>	✓ a. Student Information
Step 2) <b>Request/Deny Transportation for This Student</b> <span>Completed 04/28/2021 9:56am</span>	✓ b. Family Address
Step 3) <b>Explanation of Fees</b> <span>Completed 04/28/2021 9:56am</span>	✓ c. Family Information
Step 4) <b>ePay Link to Pay Fees</b> <span>skipped</span>	d. Emergency Contacts
Guardian Name: _____ Guardian Address: _____	2. Request/Deny Transportation for This Student ✓ Completed 04/28/2021 9:56am
<a href="#">Submit Online Registration</a>	3. Explanation of Fees ✓ Completed 04/28/2021 9:56am
	4. ePay Link to Pay Fees
	5. Complete Online Registration
	<a href="#">Previous Step</a> <a href="#">Next Step</a>
	<a href="#">Close and Finish Later</a>

**One common mistake users often have, is not completing all steps.** If you did not complete one of the steps, a green check mark will not appear by that step, and you will not be able to select the Submit Online Registration button as shown below. Please note below Step 1a was skipped and doesn't contain a green checkmark. This will not allow you to select the Submit Registration tab:

Step 5. Complete Online Registration (Required)		District Message
By completing Online Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete Online Registration for [redacted] ?		1. Verify Student Information
<b>Review Online Registration Steps</b>		a. Student Information
Step 1) Verify Student Information	not completed	✓ b. Family Address
<i>No Requested Changes exist for Step 1.</i>		✓ c. Family Information
Step 2) Request/Deny Transportation for This Student	Completed 04/28/2021 9:56am	d. Emergency Contacts
Step 3) Explanation of Fees	Completed 04/28/2021 9:56am	2. Request/Deny Transportation for This Student
Step 4) ePay Link to Pay Fees	skipped	✓ Completed 04/28/2021 9:56am
Guardian Name:	Guardian Address:	3. Explanation of Fees
<input type="button" value="Submit Online Registration"/>		✓ Completed 04/28/2021 9:56am
		4. ePay Link to Pay Fees
		5. Complete Online Registration
		<input type="button" value="Previous Step"/> <input type="button" value="Next Step"/>
		<input type="button" value="Close and Finish Later"/>

In the above example, you must go back to Section 1a and verify your student's information and then select complete at the bottom of the page. You will then be allowed to complete the registration in Step 5. Select the "Submit Online Registration" and you will receive a follow up email indicating your child's registration is now complete. You may at any time save your work and return to

Family Access later by selecting:

If you need to register another child, go back to the "Online Registration" 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.