

ONLINE REGISTRATION TUTORIAL



Eastern York School District

Administration High School Middle School Canadochly Kreutz Creek Wrightsville

Our mission is to *Educate, Prepare, and Motivate* each student to *Dream, to Learn* and to *Achieve* throughout life.

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Mission Statement

Announcements

Performing Arts
Booster Club
Presents: The
Wizard of Oz

Overview of District Eastern York School District is a rural community located in eastern York County. With a general population of approximately 17,000, our five schools house a total of 2850 students. The district is comprised of 6 municipalities: East Prospect Borough, Hallam Borough, Hellam Township, Lower Windsor Township, Yorkana Borough, and Wrightsville Borough.
***Organization Description *Core Purpose *Shared Values *Goals**

STUDENTS



Quick Links

- Attendance Policy
- EYGoogle Site
- EYMoodle Site
- Scholarships
- Working Permit Information

PARENTS



Quick Links

- H1N1 Info Cen
- Special Needs
- District Health In
- PA's Chip Program
- Forms
- Skyward Access
- Kindergarten Registration 2011-2012

Open your internet browser to the District Website at <http://www.easternyork.com>

From the PARENTS block select Skyward Access

TORS



Quick Links

- ard Access
- odle

COMMUNITY



Quick Links

- Welcome to the District
- Alumni
- Financial
- Homestead Exclusions
- Employment
- School Board

Superintendent's Message on inclement weather and school closings.

Dedicated to those "Serving Our Country": click [here](#) If you know of an Eastern Alumni serving our country in the military please send their information to the **webmaster**.

School Board Meeting Schedule
Administration Center,
Wrightsville Elementary School
120 S. Third Street





Eastern York School District

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[2011/2012 Vaccination Requirements for Students](#)

[2012-2013 District Calendar](#)

SKYWARD ACCESS

CLICK BELOW TO ACCESS YOUR ACCOUNT

SkyPort

By accessing your account you are agreeing to abide by and support the Terms of Use and User Expectation Agreement as set forth to insure the safety and privacy of each student.

TUTORIALS:

[SKYPORT FOR FAMILY-STUDENT](#)

[SKYPORT FOR ADMINISTRATORS-EDUCATORS-STAFF](#)

REFERENCES:

[FAMILY ACCESS FREQUENTLY ASKED QUESTIONS](#)

[SYSTEM REQUIREMENTS](#)

ANNOUNCEMENTS

**** NOTICE ****

SKYWARD FAMILY AND STUDENT ACCESS USERS

ware, the color of the home page for Family and Student Access. This will not affect how the software works.

PASSWORD ASSISTANCE

Review the Terms of Use and User Expectation Agreement before accessing your account.

Click the SkyPort button to proceed to the SkyPort login screen.

Users can make 3 unsuccessful attempts to log into their account before it is automatically inactivated. Users must then contact their student's account inactivation, Use the [Forgot your Login/Password?](#) link after 2 unsuccessful attempts. [SEE ADDITIONAL INFORMATION HERE.](#)

SKYWARD FAMILY ACCESS - Family Access is an application through our student information management software, Skyward, that demographics, grades, emergency information, report cards, and much, much more. Each authorized parent or legal guardian is provided with his/her You only need one login to access all of your students. The login that is assigned will remain active throughout all of the years that you have a student and password, simply contact the building where your student is enrolled. Do not share your login information with your student. Students in grades information to view their grades, assignments and schedule.

When you log into Family Access, please take a moment in the Student Information section and verify that the information we have on file is correct and address is correct. If there is any information that needs to be changed, click on "Request Change(s) to My Child's Information" at the top right



Eastern York School District

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EASTERN YORK SCHOOL DISTRICT WELCOMES YOU TO

SkyPort

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Announcements

Performing Arts
Booster Club
Presents: The
Wizard of Oz

Eastern York School District

Login ID:

Password:

[Forgot your Login/Password?](#)

04.11.06.00.02

Login to SkyPort with Login ID and Password.

Login Area:

EASTERN YORK SCHOOL DISTRICT WELCOMES YOU TO

SkyPort

Family - + [Select Widgets](#)

 [Sign out](#)



District Information

Eastern York School District
120 South Third St
Wrightsville PA 17368

Jump To Other Systems

 [Family Access](#)

From SkyPort Dashboard
click on
Family Access to
launch application.



[Account](#) | [Preferences](#) | [Sign Out](#) | [?](#)

[Select Widgets](#) | [Add Tab](#) | [Delete Tab](#) | [Reset Tabs](#) | [Details](#)

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Windows 7 / Internet Explorer 8



Student: Test C. Student

School: Canadochly Elementary School

Account Info

Print

Logout

Test C. Student

Test H. Student

Register Student

From the Student field, select student to begin Registration. NOTE: Registration must be completed for each individual student.

Online Registration is **open** until **DD/MM/YY** **amount of time** to complete Online Registration.

Online Registration

School Year 20??-20??

Click the button below to register Test C. Student for the 20??-20?? school year.

General Information

[Calendar](#)

[Student Information](#)

[Message Center](#)

[Notes](#)

[Attendance](#)

[Login History](#)

Start Registration for **Test C. Student**
for the **20??-20??** school year

Click Here to Start Registration.

If this screen is not visible, click "Register for 20??-20?? " in the Online Registration section from left menu.

District Links

[EYSD WEBSITE](#)

[DRESS CODE GUIDELINES](#)

[ONLINE REGISTRATION](#)

[SKYPORT TUTORIAL](#)



Student: **Test Student**
Register Student for **20??-20??**

Close

Online Registration is **open** until **DD/MM/YY**

Welcome to Online Registration, a process to verify and update student and family information, as well as complete important back to school forms for your child for the **20??-20??** school year. Please complete each of the following steps, checking the box acknowledging that you have completed that step. You may uncheck the completion box if you need to return to a step to update or change your information. If you are unable to complete the registration process during one sitting, you may resume the process the next time you log into Family Access. Please note that you may not be able to click the Save button before completing some of the steps. Certain fields are required to be completed before you can save your progress. Also, please note that you will have to complete a separate Online Registration process for each child.

Step 1) Please update student and family information. Verification of this data is crucial to keep student information up to date and accurate. Emergency Cards will not be sent home. The Health Information section should be used to record health issues and conditions. Changes cannot be made to the Alert/Emergency Information section. Please use the Other Concerns area in Health Information to record any changes. Change requests are reviewed by office personnel prior to approval.

Step 1) Verify Student & Family Information

Step 1 has not been completed

Step 2) Please note that the Parent/Guardian and Student must both be present for completion of this portion of the Registration. Entries cannot be saved until all portions of this form are completed.

Step 2) Acknowledgment of Policies & Parental Permission

Step 2 has not been completed

Step 3) Permission to Publish Photograph & Student Work

Step 3 has not been completed

Step 4) Student Name Verification

Step 4 has not been completed

Step 5) Health Office

Step 5 has not been completed

Final Step) Complete registration for **Test Student** for the **20??-20??** school year

Follow the Steps required for registration for this student. PLEASE NOTE: Steps may not be the same for each building.

**Step 1) Verify Student and Family Information
Note the special instructions.**

Test H. Student - Student Information View History

General Information	
Student Name:	Test HS Student
Home Phone:	
Second Phone:	
Third Phone:	
Student Home Email:	
Language:	English
Race:	White
Gender:	Male
Birthday:	01/01/1994
Birth State:	
Birth Country:	

Allow Publication of Student's Name for:	
Military:	Yes
Higher Ed:	Yes
Public:	Yes
District:	Yes
Local:	Yes

Back
Request Changes to Student Information

Review each section for accuracy. Click the Request Changes button for each section to edit information. Enter information and click Save when complete. After saving, changes in a section will appear in red pending review and office approval. Proceed to make additional changes or "Undo Request for Changes" if necessary.

Test H. Student - Primary Family Information View History

Primary Address	
Wrightsville, PA 17368	
County:	
Mailing Address	
Guardian Number: 1	Primary Phone: () -
Name: Father Student	<input type="checkbox"/> Confidential
Relationship: <input checked="" type="checkbox"/> Custodial	
Employer:	
Second Phone:	
Third Phone:	
Home Email: FaStudent@	
Home Language: English	
Guardian Number: 2	Second Phone:
Name: Mother Student	Third Phone:
Relationship: <input checked="" type="checkbox"/> Custodial	Home Email: MoStuden

Request Changes to Family Information

Request Change(s) to Family Information - Entity 030 - 0 - 04.11.06.00.02 - Windows Internet Explorer

https://eysky.eYork.k12.pa.us/scripts/cgiip.exe/WService=wsSkyPort/sfamaedit013.w?isPopup=true

Primary Family Information

Guardian Number: 1	Primary Phone: (717) 555-1234 Ext:	Save
First: Father	<input type="checkbox"/> Confidential <input type="checkbox"/> Long Distance	Back
Middle: Test	Work (717) 555-9876 Ext:	
Last: Student	Ext:	
Relationship: <input checked="" type="checkbox"/> Custodial	Home Email: FaStudent@anymail.com	
Employer:	Home Language: ENG English	
Guardian Number: 2	Ext:	
First: Mother	Ext:	
Middle: Test	Home Email: MoStudent@anymail.com	
Last: Student		
Relationship: <input checked="" type="checkbox"/> Custodial		
Employer:		

Test H. Student - Alert/Emergency Information
[View History](#)

Critical Alert Information

Physician:
 Dentist:
 Hospital:
 Insurance:
 Policy:

Test H. Student - Emergency Contacts
[View History](#)

Contact Number: **1**

Primary Phone: () -
 Second Phone:
 Third Phone:

 Name: **Father Test Student**
 Comment:

Test H. Student - Health Information
[View History](#)

Health Problems

Allergy Notes
 Has seasonal allergies. Allergic to latex.

Medication Notes

Hospital Notes

Vision Notes
 My child wears glasses.

Hearing Notes

Other Concerns
 Physician: Dr. John Smith, 555-3344 Hospital: York Hospital

Request Changes to Emergency Contacts
 Change Order of Emergency Contacts
 Add a New Emergency Contact
 Request Changes to Health Information

The Alert/Emergency Information section is for Office use and is read only. To enter or make changes to this information, please record them in the Health Information section, Other Concerns area.

Enter/Edit Emergency Contact or Health Information as needed. The School Nurse may contact you if additional information is needed.

Return to the top of this screen and click Back button when review and changes in this area are completed.



Student: **Test Student**
Register Student for **20??-20??**

Close

Online Registration is **open** DD/MM/YY

Welcome to Online Registration, a process to verify and update student and family information, as well as complete important back to school forms for your child for the **20??-20??** school year. Please complete each of the following steps, checking the box acknowledging that you have completed that step. You may uncheck the completion box if you need to return to a step to update or change your information. If you are unable to complete the registration process during one sitting, you may resume the process the next time you log into Family Access. Please note that you may not be able to click the Save button before completing some of the steps. Certain fields are required to be completed before you can save your progress. Also, please note that you will have to complete a separate Online Registration process for each child.

Step 1) Please update student and family information. Verification of this data is crucial to keep student information up to date and accurate. Emergency Cards will not be sent home. The Health Information section should be used to record health issues and conditions. Changes cannot be made to the Alert/Emergency Information section. Please use the Other Concerns area in Health Information to record any changes. Change requests are reviewed by office personnel prior to approval.

Step 1) Verify Student & Family Information

Step 1 has been completed

Completed on 07/26/2011 at 3:32 pm by Father Student

Step 2) Please note that the Parent/Guardian and Student must both be present for completion of this portion of the Registration. Entries cannot be saved until all portions of this form are completed.

Step 2) Acknowledgment of Policies & Parental Permission

Step 2 has not been completed

Step 3) Permission to Publish Photograph & Student Work

Step 4) Student Name Verification

Step 5) Health Office

Final Step) Complete registration for **Test Student** for the **20??-20??** school year

Click in check box next to each Step when completed before proceeding to the next Step.
Step 2) Acknowledgment of Policies and Parental Permission. Note the special instructions. Both the Parent/Guardian AND Student must be present to complete this portion of the registration.

Student's Name: Test HS Student

School: Eastern York High School

EASTERN YORK HIGH SCHOOL - PARENTAL PERMISSION FORM FOR SCHOOL YEAR 20??-20??

I, (ENTER NAME OF PARENT OR GUARDIAN COMPLETING THIS FORM) , as the parent or guardian of this student, have read the [Eastern York School District Board Policy No. 815 - Computer/Internet](#). I understand that it is impossible for Eastern York School District to restrict access to all controversial materials, and I will not hold the District responsible for materials viewed or acquired by my child on the District network. Further, I understand that failure by my child to abide by the rules adopted by the Eastern York School District may result in disciplinary action.

Please understand that if privileges are revoked, students may be required to complete alternative assignments. In extreme circumstances where the curriculum is tied directly to the network, course failure could result.

I HEREBY GIVE PERMISSION TO EASTERN YORK SCHOOL DISTRICT TO ALLOW THE ABOVE NAMED STUDENT TO USE THE DISTRICT'S NETWORK, INCLUDING INTERNET, AND CERTIFY THAT THE INFORMATION ON THIS FORM IS CORRECT.

THE FOLLOWING RESPONSE IS GIVEN IN PLACE OF MY WRITTEN SIGNATURE.

AGREEMENT - COMPUTER USE POLICY: DATE (MM/DD/YYYY):

PARENT/GUARDIAN: I understand that I may be held personally liable for all actions of my child if he or she brings any guns, weapons or other

THE FOLLOWING RESPONSE IS GIVEN IN PLACE OF MY WRITTEN SIGNATURE.

AGREEMENT - WEAPONS POLICY: DATE (MM/DD/YYYY):

Read the form carefully and review additional information through the links provided.
All responses and required dates must be entered onto the form before it can be saved. Please note the last section where the student's response is required. Click Save when complete.

TO ACCESS THE 20??-20?? EASTERN YORK HIGH SCHOOL STUDENT HANDBOOK

I/WE have read and understand the 20??-20?? Eastern York High School Student Handbook, including, but not limited to, the [Eastern York School District Policies](#): Bullying, Computer/Internet Policy, Computer/Internet/Network Use Guidelines, Drug and Alcohol, Harassment, Hazing, Mental Health, Tobacco Law, PA Weapons Law, Co-Curricular Activity Program and all other policies described in the handbook. I/WE understand that failure to follow these rules will result in disciplinary action as outlined in this handbook. I/WE further understand that I/we may request a hard copy of the Handbook by contacting the building principal.

PARENT/GUARDIAN: THE FOLLOWING RESPONSE IS GIVEN IN PLACE OF MY WRITTEN SIGNATURE.

AGREEMENT - HANDBOOK AND POLICIES: DATE (MM/DD/YYYY):

STUDENT: I, , THE ABOVE NAMED STUDENT, UNDERSTAND THAT THE FOLLOWING RESPONSE IS GIVEN IN PLACE OF MY WRITTEN SIGNATURE.

AGREEMENT - HANDBOOK AND POLICIES: DATE (MM/DD/YYYY):

DISTRICT USE ONLY -- ENTERED BY DISTRICT STAFF: Initials on DATE (MM/DD/YYYY):



Student: **Test Student**
Register Student for **20??-20??**

Close

Online Registration is **open** until **DD/MM/YY**

Welcome to Online Registration, a process to verify and update student and family information, as well as complete important back to school forms for your child for the **20??-20??** school year. Please complete each of the following steps, checking the box acknowledging that you have completed that step. You may uncheck the completion box if you need to return to a step to update or change your information. If you are unable to complete the registration process during one sitting, you may resume the process the next time you log into Family Access. Please note that you may not be able to click the Save button before completing some of the steps. Certain fields are required to be completed before you can save your progress. Also, please note that you will have to complete a separate Online Registration process for each child.

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Step 1) Verify Student & Family Information

Step 1 has been completed
Completed on 07/26/2011 at 3:32 PM by Father Student

Step 2) Please note that the Parent/Guardian and Student must both be present for completion of this portion of the Registration. Entries cannot be saved until all portions of this form are completed.

Step 2) Acknowledgment of Policies & Parental Permission

Step 2 has been completed
Completed on 07/26/2011 at 3:57 pmby Father Student

Step 3) Permission to Publish Photograph & Student Work

Step 3 has been completed
Completed on 07/26/2011 at 3:59 pmby Father Student

Step 4) Student Name Verification

Step 4 has been completed
Completed on 07/26/2011 at 3:57 pmby Father Student

Step 5) Health Office

Step 5 has been completed
Completed on 07/26/2011 at 3:57 pmby Father Student

Continue through each Step until all Steps are marked as completed. FORGOT SOMETHING? Click to uncheck the box at any Step and reopen. Make changes or corrections and then check the box completed again.

Final Step) Complete registration for **Test Student** for the **20??-20??** school year

When all Steps have been marked completed, click here to complete the registration process for this student.

Complete Online Registration

By completing Online Registration, you are confirming that the Steps below have been finished.
Are you sure you want to complete Online Registration for Test H. Student ?

Review Online Registration Steps

Step 1) **Verify Student & Family Information** Completed on 07/27/2011 at 3:43 PM

Requested Changes Pending Approval by the District:

Area	Field	Requested For	Requested Value
Fam Info	Third Phone	Test Student	(717)222-9999
Fam Info	Third Phone Label	Test Student	Cellular

* If a Requested Change is denied by the district, Online Registration for this student will be marked as INCOMPLETE.

Step 2) **Acknowledgment of Policies & Parental Permission** Completed on 07/27/2011 at 3:44 PM

Step 3) **Permission to Publish Photograph & Student Work** Completed on 07/27/2011 at 3:44 PM

Step 4) **Student Name Verification** Completed on 07/27/2011 at 3:45 PM

Step 5) **Health Office** Completed on 07/27/2011 at 3:45 PM

Step 6) **Important Information** Completed on 07/28/2011 at 10:09 AM

Guardian Name: Father T. Student **Guardian Address:** Wrightsville, PA 17368

- Complete Online Registration
- Return to Online Registration without Completing
- Print

Select to Complete or Return without Completing.

Print option is also available to print this screen.



Student: Test H. Student
Test C. Student
Test H. Student

School: Eastern York High School

Account Info Print Logout

Online Registration

School Year 20??-20??

General Information

- [Calendar](#)
- [Student Information](#)
- [Message Center](#)
- [Attendance](#)
- [Discipline](#)
- [Report Cards](#)
- [Portfolio](#)
- [Login History](#)

District Links

- [EYSD WEBSITE](#)
- [DRESS CODE GUIDELINES](#)
- [ONLINE REGISTRATION](#)
- [SKYPORT TUTORIAL](#)

Register Student for

If you have other students to register, select next student and complete the Registration process.

Online Registration is **open** until DD/MM/YY

Click the button below to register Test H. Student for the 20??-20?? school year.

Online Registration was **COMPLETED** for Test H. Student on 07/28/2011 by Father Student.

Registration has been marked as Completed for **Test H. Student** for the 20??-20?? school year. Click here to re-open registration in order to make changes.

Registration is now completed for this student. Please note that you can re-open to make changes through the closing date of the Online Registration period posted by District.

END OF TUTORIAL