

Online Registration Step-By-Step Instructions

2025-2026 Academic Year Registration

1. [Click here](#) to access St. Mary's Springs Academy's online registration via Skyward, Family/Student Access.
2. Login to Skyward using your login and passwords (if you have misplaced, or forgotten, your login credentials, please email jpoetzel@smsacademy.org.)
3. Under the Homepage of Skyward Family Access, a message will be displayed stating, *Online Registration - 2025-2026 Academic Year is now open*, click **Go to Online Registration - 2025-2026 School Year for...**(image A. below) to begin registration for your student.
4. Step 1a. should appear, if not, on the right hand side, click on *a. Student Information*. This will begin the online registration process.
5. When you have completed an item, click on *Complete Step ... and Move to Step ...* at the bottom center of the page. **Do not** click on Next Step on the right hand side of the screen (image B. below).
6. Proceed through each Step. If the item includes a Drop Down Box, you must click on the Drop Down Box to answer the question.
7. Step 3 is only applicable to families who are registering a P3/K4 student. **If you are not registering a P3/K4 student, then click Complete Step 3 and move to Step 4 at the bottom of the page.** (If you are registering a student entering grades 6-12, this step will not appear.)
8. Step 4. Complete the Health Form page. Once this is updated, click Complete Step 4 and move to Step 5 at the bottom of the page.
9. Step 5, new this year, you must complete the student immunization information form. **If your child's vaccinations are up-to-date, click the drop down box and click "YES." Make sure you click on the "View Full Screen" button** (image C. below). If you click "NO" from the drop down box, please read carefully and complete the form. You must sign the form at the bottom whether you click "YES or NO" in the drop down box. Once you have signed, click Complete Step 5 and move to Step 6 at the bottom of the page.
10. Step 6. Complete the Financial Responsibility page (reminder to click "View Full Screen"). Once this form is updated, click Complete Step 5 and move to Step 6 at the bottom of the page.
11. Step 7. Complete Online Registration – Steps not successfully completed will display in **red**. You must complete these items to finish the online registration process. Completed steps will display with a **green checkmark**. Click - Submit Online Registration - 2025-2026 School Year, located in the center of the page (image D. below).

For Families with One Student

12. Click on *Complete Online Registration*. Steps not successfully completed will display in red. You must complete these items to finish the online registration process.
13. Click on *Submit Online Registration*.

For Families with Multiple Students –

14. Return to the Home link of Skyward Family Access and click Online Registration - 2025-2026 School Year on the left hand side tabs to register your remaining students.
15. Repeat the steps taken for registering your first student, carefully review all drop down boxes to ensure information is updated correctly.
16. Click on *Complete Online Registration*. Steps not successfully completed will display in **red**. You must complete these items to finish the online registration process.
17. Click on *Submit Online Registration*.

A.

Family Access Online Registration - 2025-2026 Academic Year - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinstmaryspringswi/sfonlinereg001.w

Family Access

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NEW STUDENT ENROLLMENT

Online Registration - 2025-2026 Academic Year

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Online Registration - 2025-2026 Academic Year

(SMSA Elementary School 2025-2026)

Online Registration - 2025-2026 Academic Year

We welcome you to the 2025-2026 online registration process. All families must complete online registration for each student. Check that all of your information is accurate and up-to-date. If you need to enroll a new student, please click on the "New Student Online Enrollment" tab.

Online Registration - 2025-2026 Academic Year

1. Verify Student Information
Completed 12/03/2024 2:49pm
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Contacts
2. Student Affiliations
Completed 12/03/2024 2:49pm
3. P3/K4 Registration (Optional)
4. Health Form
5. Immunization Information
Completed 12/03/2024 2:52pm
6. Financial Responsibility
Completed 12/03/2024 2:53pm
7. Complete Online Registration - 2025-2026 Academic Year

Next

Close and Finish Later

B.

Family Access Online Registration - 2025-2026 Academic Year - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinstmaryspringswi/sfonlinereg001.w

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Online Registration - 2025-2026 Academic Year

(SMSA Elementary School 2025-2026)

Step 1a. Verify Student information: Student information (Required) Undo

General Information

First: [text] Middle: [text]

Last: [text] Suffix: [text]

Birthdate: [text] Gender: [text]

* Language: English Proficient

Race: [text]

Home Phone: [text] Ext: [text]

School Email: [text]

Technology at Home

Can the student access the internet on their primary learning device at home?: [text]

If the student is unable to access internet in their primary place of residence, why not?: [text]

What is the primary type of internet service used at the residence?: [text]

Can the student stream a video on their primary learning device without interruption?: [text]

What device does the student most often use to complete school work at home?: [text]

Who provided the primary learning device to the student?: [text]

Is the primary learning device shared with anyone else in the household?: [text]

Complete Step 1a Only

Complete Step 1a and move to Step 1b

Online Registration - 2025-2026 Academic Year

1. Verify Student Information
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 - b. Family Address
 - c. Family Information
 - d. Emergency Contacts
2. Student Affiliations
Completed 12/03/2024 2:49pm
3. P3/K4 Registration (Optional)
4. Health Form
5. Immunization Information
Completed 12/03/2024 2:52pm
6. Financial Responsibility
Completed 12/03/2024 2:53pm
7. Complete Online Registration - 2025-2026 Academic Year

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Next Step

Close and Finish Later

(*) Indicates a required field.

C.

Family Access Online Registration - 2025-2026 Academic Year - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinstmaryspringswi/sfonlinereg001.w

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Online Registration - 2025-2026 Academic Year

(SMSA Elementary School 2025-2026)

Step 4. Health Form (Required)

Print

View Full Screen

St. Mary's Springs Academy 2025-2026 Student Health Information

Please keep us informed and update this form as needed in the future.

Online Registration - 2025-2026 Academic Year

1. Verify Student Information
Completed 12/05/2024 9:45am
 - a. Student Information
 - b. Family Address

D.

Family Access Online Registration - 2025-2026 Academic Year - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfirstmarysspringswi/sfonlinereg001.w

Family Access My Account Contact Us Email History Exit District Links

Online Registration - 2025-2026 Academic Year

(SMSA Elementary School 2025-2026) Print

Step 7. Complete Online Registration - 2025-2026 Academic Year (Required)

By completing Online Registration - 2025-2026 Academic Year, you are confirming that the Steps below have been finished.
Are you sure you want to complete Online Registration - 2025-2026 Academic Year for [redacted]?

Review Online Registration - 2025-2026 Academic Year Steps

Step 1)	Verify Student Information	Completed 12/05/2024 9:45am
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	Student Affiliations	Completed 12/03/2024 2:49pm
Step 3)	P3/K4 Registration (Optional)	skipped
Step 4)	Health Form	not completed
<i>A required field has not been filled in and saved.</i>		
Step 5)	Immunization Information	Completed 12/03/2024 2:52pm
Step 6)	Financial Responsibility	Completed 12/03/2024 2:53pm

Guardian Name: [redacted] Guardian Address: [redacted]

Submit Online Registration - 2025-2026 Academic Year

Online Registration - 2025-2026 Academic Year

1. Verify Student Information
✓ Completed 12/05/2024 9:45am
 - ✓ a. Student Information
 - ✓ b. Family Address
 - ✓ c. Family Information
 - ✓ d. Emergency Contacts
2. Student Affiliations
✓ Completed 12/03/2024 2:49pm
3. P3/K4 Registration (Optional)
4. Health Form
5. Immunization Information
✓ Completed 12/03/2024 2:52pm
6. Financial Responsibility
✓ Completed 12/03/2024 2:53pm
7. Complete Online Registration - 2025-2026 Academic Year

Previous Step Next Step

Close and Finish Later

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