2024-25 Cambridge School District Online Registration Instructions
## WILL NOT BE AVAILABLE UNTIL JULY 31, 2024

Cambridge School District will once again utilize Skyward Family Access to process all required registration materials. Skyward **FAMILY ACCESS** can be found on School District of Cambridge Website – www.cambridge.k12.wi.us by clicking on "MENU", "FAMILY RESOURCES", "PARENT RESOURCES", "FAMILY ACCESS" and then "Skyward Family Access Log In".

1ˢᵗ: Log in to Skyward Family Access with your Login Id/User Name and Password

> **If you are unable to login to Skyward Family Access, please refer to the personalized letter that was mailed to your home July 31 or to the Skyward Family Access Login Instructions on the website**

2ⁿᵈ: Click on any "Online Student Registration" link.
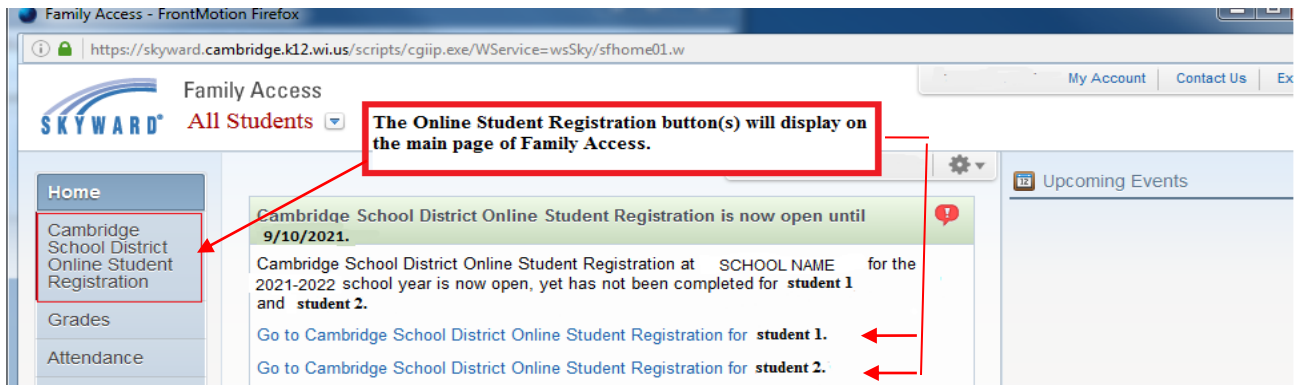
3ʳᵈ: Clicking the "Online Student Registration" link and then your student's name the District Message will display. Then click on 1 a. Student Information the screen below will display. Navigate through the steps - carefully following the directions for each. You must complete every step!

For each step:

Read and perform the directions displayed for the step. If it doesn't allow you to make changes/additions in any field contact your child's school office.

When step is completed click on "Complete Step 1a and move to Step 1b". When completed with Step 1b you will be directed to continue to Step 1c etc. Choose this at the completion of each step.

4th: ***IMPORTANT FINAL STEP*** Complete Cambridge School District Online Student Registration.
This displays the screen below. Two more steps to go!

Click on "Print" if you would like to print a copy for your records.

Click the "Close and Finish" button

After you click the "Close and Finish" button, you are brought back to the Family Access main page.

If you have more than one student, you will need to complete the entire process for each student.
To select the next student to register,

Click the "Cambridge School District Online Student Registration" button

Select the next student
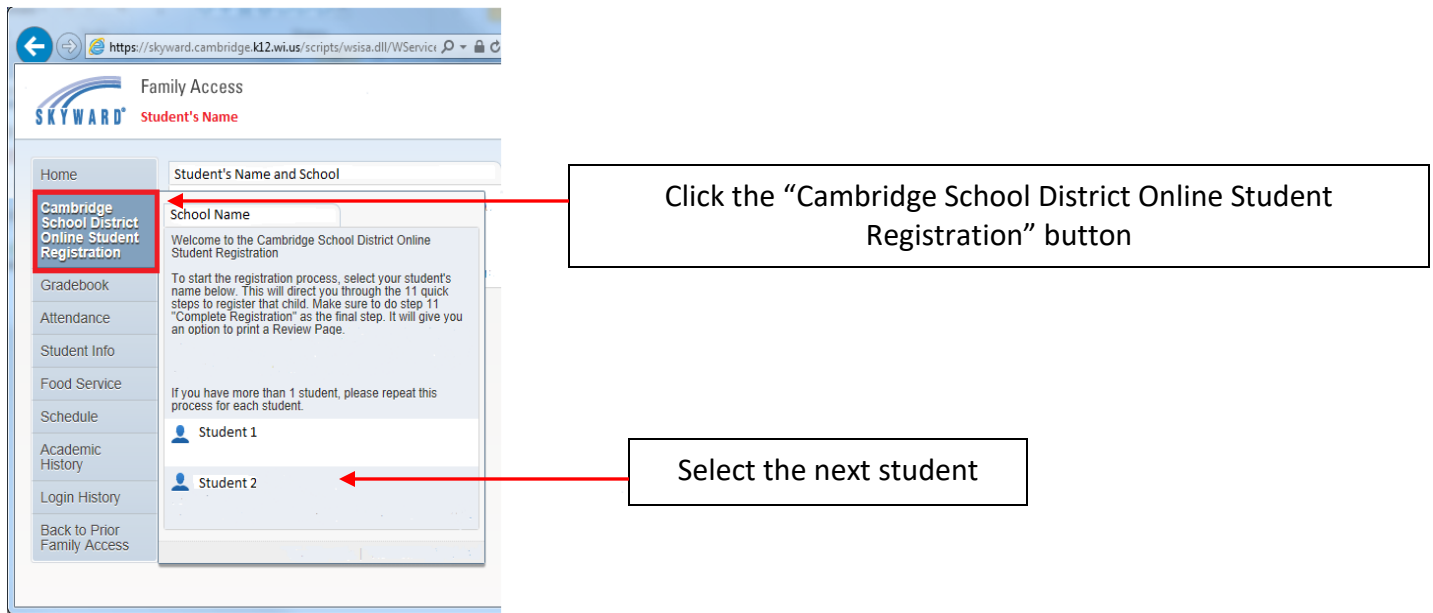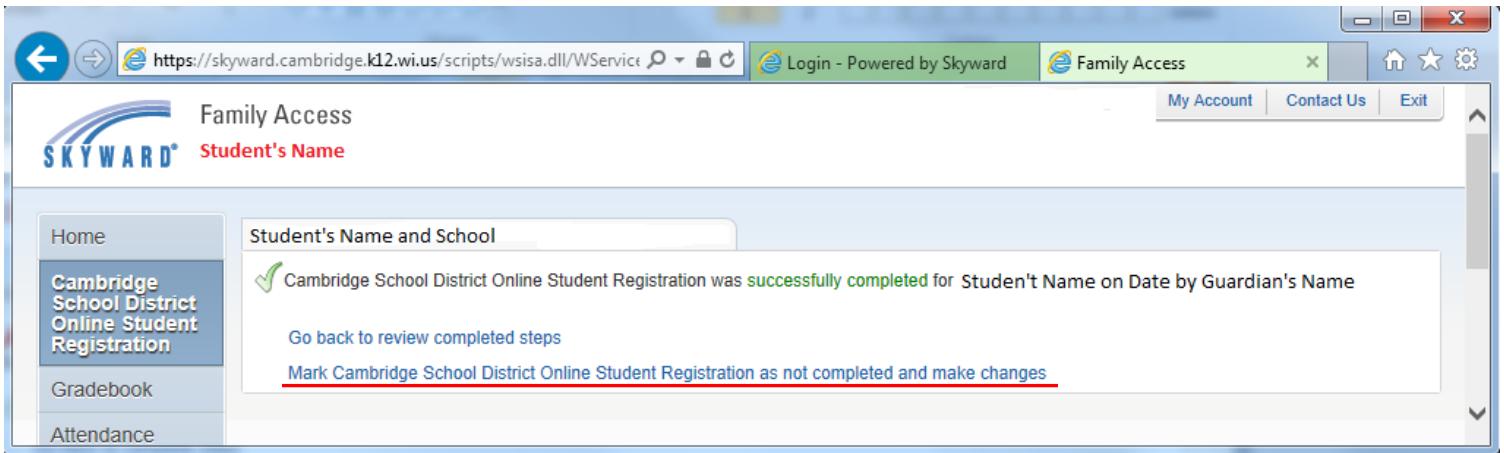
If you need to make changes before the online registration window closes: Click "Mark Cambridge School District Online Registration as not completed to make changes".

This takes you back into the registration process. Select the step that contains the data to be updated. Uncheck the "I have completed this step" box, make the changes, and then recheck the "I have completed this step" box.

IMPORTANT Make sure to execute the Final Step again to mark the registration as complete.