

# ONLINE REGISTRATION INSTRUCTIONS (APRIL 8 -19)

You may need to edit your computer settings to allow pop-ups from k12.wi.us during this process.  
This process also tends to work better on a desktop rather than a mobile device.

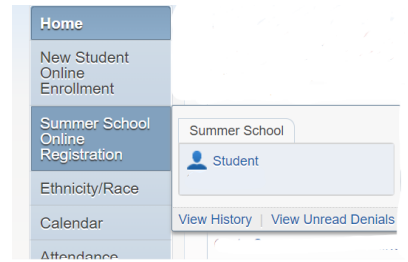
## LOGGING INTO FAMILY ACCESS

1. Go to [www.easttroy.k12.wi.us](http://www.easttroy.k12.wi.us).
2. Click on the Skyward icon at the top of the page
3. Enter your login & password and click Sign In. Follow the instructions on the Skyward login page or in the FAQ's on page 19 to access your new or forgotten username and password.



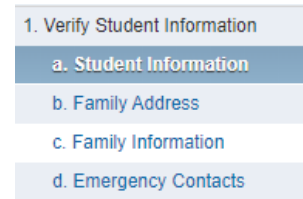
## TO BEGIN ONLINE REGISTRATION

Click the "Summer School Online Registration" tab on the left to begin. Click on your student's name (this process must be completed for each student separately).



## STEP 1 - VERIFY STUDENT INFORMATION

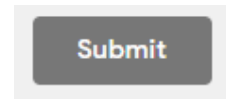
1. Verify student information. To request changes, click within the box and type in the correct information.
2. After verifying each area, click "Complete Step....move to Step..."
3. Once finished, click "Complete Step 1d and move to Step 2".



## STEP 2 - TRANSPORTATION FORM

1. Complete the Transportation form and click "Submit" at the end of the form.
2. Click "Complete Step 2 and move to Step 3".

Your information will not be saved unless you click "**Submit**" before you click complete and move to next step.



## STEP 3 - COURSE SELECTION

Note: If your child(ren) were recommended to take a math and/or reading support course, it is **your responsibility** to schedule them in those courses.

1. Click "Arena Scheduling" on the left, then "2023-24".
2. Click on the arrow under Period at the top of the page and choose #1, then click the "Apply Filter" button.
3. Click on "Add" in the option column to choose a class for period 1.
4. A message will appear if a class is already scheduled in the period you have chosen. If you want to change the choice for that period, click "Yes".
5. Click on "Remove" in the option column to delete a class from the schedule if needed. A pop-up will ask if you want to remove the chosen class. Click "Yes" to delete this class.
6. Click the ">" on the bottom left of the screen to view more classes for the selected period.
7. Repeat the previous steps to choose classes for periods 2 and 3.
8. Click "Complete Step 3 and move to Step 4".

## STEP 4 - PAY COURSE FEES

1. Click the "Pay Course Fees" link. This link must be clicked to acknowledge fees. If paying by cash/check, click the "x" in the upper right hand corner to close the screen.
2. Click on the student's name under "Student Fees".
3. Click the amount of each course charge to add it to the payment amount. (Note: Not all courses have fees) Once all fees are added to the payment amount box, click "Add to Cart". Repeat for each student.
4. Once all items are in the cart, click "Checkout".
5. Create a RevTrak account or enter your password and sign in and enter required payment information.
6. Click the "x" in the corner to return to online registration.
7. Click "Complete Step 4 and move to Step 5".

## STEP 5 - COMPLETE ONLINE REGISTRATION

1. Click step #5 and verify that all required steps are completed and accurate.
2. Click "Submit Online Registration". (Note: If you submitted a request to change student info, you may not be able to click "Submit". Your student(s) is still enrolled in the classes that you selected during step #3.)