

Home of the Braves

The Mt. Zion School District is using the Skyward Family Access system to allow parents/guardians to register their current Mt. Zion students online without the need to complete numerous paper forms. This will provide the convenience of registering from your home and will help parents avoid missing work because of registration.

The following is needed to participate in the online registration process.

1. A computer with Internet access (if you do not have access to a computer, this can be done at the public library or during the registration session held by the district.)
2. Skyward Family Access Account (if you don't know this info you can go to <http://bit.ly/2sYGp7h>) and fill out the form requesting it be sent to you.
3. A valid email address for the parent/guardian completing the process.
4. Each student being registered must be a returning student.
5. If you wish to pay your fees online through Efunds, you will need to have an Efunds account set up using either a Visa or MasterCard (debit or credit), or your checking account routing and account number. Fees can also be paid at the school by using a credit card, check, or cash.

Please be aware the information you see when registering may not look exactly like what is shown in this example. However, the overall function and operation will remain basically the same. If you have questions, please do hesitate to contact your child's school.

How to complete the online registration process

Step 1: Go to the Mt. Zion School District website www.mtzschools.org and click on the Skyward Family Access Button.

The screenshot shows the website header for Mt. Zion Community Unit School District #3. The header includes the logo, the district name, and the tagline "A Great Place to Learn". Below the header is a navigation menu with links for Home, District, Schools, Parents, Students, Employees, and Athletics. A search bar is located on the right side of the menu. The main content area features a large image of a high school graduation ceremony. Below the image is a "High School Graduation" banner. At the bottom of the page is a row of icons for various services: Calendar, School Menus, Efunds, Family Access, Staff Directory, High School Sports, Junior High Sports, and Registration. The "Family Access" icon is highlighted with a blue box and an arrow pointing to it from the text "Family Access Link".

Family Access
Link

Step 2: Login to Skyward Family Access using your login and password. Once logged in you should see a screen similar to the following:



Step 3: Click on the Online Registration for 2018-19 link in the middle of the screen.

The registration screen has 7-8 general steps, depending on which school you are registering for. You must complete each step before proceeding to the next step. Click on the button as you are ready to proceed. Once a step has been completed, check the box acknowledging that you have completed that step. If you cannot finish in one sitting, clicking on the Close button will save your work and allow you to continue later.

Step 4: When you come to the registration payments portion of registration, you DO NOT need to make a payment at this time, HOWEVER, payment should be made before the start of the school year. By using E-funds you have the opportunity to pay for registration, yearbooks, parking fees, Chromebook protection, lunch balance payments, PE clothes, sports, and many other school expenses in one payment.

Step 5: Click on Complete Registration for (your child's name). This button acknowledges that you are ready to finish the process.

Step 6: Review the online registration steps. If you need to correct anything, click Return to Online Registration without Completing. If you want a hard copy of the screen for your records, click "Print". When you are sure you are finished, click "Complete Online Registration."

Step 7: Check your email that you use for Family Access. You should have received an email confirming that registration is complete.

If at any point you need to stop and return to the process, simply login to Family Access and click the "Register for 2018-19" link and you will be able to continue where you left off.

Please let us know if you have any questions!