STEP-BY-STEP ONLINE REGISTRATION INSTRUCTIONS

1) Go to www.oasd.org

2) Click the Skyward Family Access icon in the upper right corner:

3) Enter your Family Access login ID and password:

4) Click on the Open Family Access button in the upper right corner:

5) Click on the Area Scheduling button in the left column:

* If Arena Scheduling does not appear, click the + Box or open your browser window to the maximum size. This will expand the home column.
6) Select the first student you would like to register by clicking on the Summer School year under their name. You will begin the enrollment process at this step for every student you are enrolling in Summer School.

![Image of Arena Scheduling interface with Summer School selected for Student 1 and 2 for the 2018-19 year.]

7) The classes available for your student will appear on your screen based on your student’s grade level.
   - You can search for classes by Period, Subject, Course, or you can click through the course listing.
   - If you’re using the Period or Subject search tools, you need to click the Apply Filter button to activate the search. Then click the Reset Filter button to clear your search and begin a new search.

![Image of Arena Scheduling interface with a list of classes and search filters highlighted.]

8) To select a course, click Add, next to the course listing:

![Image of Arena Scheduling interface with course listings and an Add button highlighted.]

9) Repeat steps 7 and 8 for all of the courses you would like to enroll in.

10) Once you’ve selected your courses, click View/Print Schedule to see your full schedule:

11) If you would like to add or remove courses, click the red X in the right corner to return to the Arena Scheduling page:

12) To remove a course, click Remove, next to the course listing. To add a course, click Add next to the course listing, as mentioned in step 8.

13) Once you have enrolled in courses and your schedule is complete, click Submit Schedule. Please note – you cannot change your courses or schedule after you click Submit Schedule. By clicking Submit Schedule, you are formally reserving your courses.
14) Click Yes to confirm:

![Submit Schedule]

15) “Student’s Scheduling Status is Waiting,” will appear near the top of your Arena Scheduling page if your schedule was successfully submitted (please note: this message may take a moment to appear and even once your registration is complete, “status is waiting” will remain):

![Arena Scheduling]

16) You will not receive a confirmation email for your Summer School registration. To confirm or review your student’s schedule, click the Schedule button in the left column in Family Access and the Summer School schedule will be listed there.

** If your student enrolls in a course that requires an online OASD waiver form, click the Online Forms button in the left column. A listing of required forms will appear under your student’s name. Click Fill Out Form and follow the on-screen prompts to complete the form.

17) If you would like to enroll another student in Summer School courses, please begin this process again starting at step 6.

Once you have completed Summer School enrollment for all of your students, please complete the online payment process outlined on the next page. Payment for Summer School courses is required at the time of registration. Registrations that are not paid will be deleted from the system the following day.

If you have questions, need assistance, or need to make changes to your student’s Summer School schedule after it has been submitted, please call (262) 560-2115.
STEP-BY-STEP ONLINE PAYMENT INSTRUCTIONS

1) Go to www.oasd.org

2) Click the Skyward Family Access icon in the upper right corner:

3) Enter your Family Access login ID and password:

4) Click on the Open Family Access button in the upper right corner:

5) Click on the Fee Management button in the left column:
6) There will be a Summer School tab listed for each student that you have enrolled in Summer School. Click **Make a Payment** next to your student’s Summer School tab:

![Fee Management](image)

7) A new web page will open for the OASD Web Store, which is operated by RevTrak. Summer School fees for all of your students will appear under the **Required Fees section**. You can either scroll down the page to reach the **Required Fees section**, or click the **Required Fees button** in the left column:

![Skyward](image)

8) Click the **Add To Cart** button next to your student’s Summer School fees:

![Add To Cart](image)

9) Click **Add To Cart** again in the pop-up box:

![Make A Payment](image)
10) If you have additional Summer School fees that need to be added to your cart, click the Continue Shopping button or click the arrow to return to the previous screen. Complete steps 8, 9 and 10 until all of your student Summer School fees are in your cart:

11) Once all of your Summer School fees are in your cart, click the Checkout button:
12) If you are a returning customer, enter your Web Store login and password. If you are a new customer, click the Create New Account button:

![Login and Create New Account buttons](image1)

13) Select your preferred payment option by clicking the Use Debit/Credit button or Use ECheck button:

![ECheck checkout experience](image2)

14) Click the Add ECheck button or the Add Card button:

![Payment options: ECheck and Debit/Credit Cards](image3)
15) Complete the required fields for credit/debit or eCheck payment, then click the **Continue button**:

16) The next screen will show a summary of your order. Click the **Place Order button** at the bottom of the screen to submit your payment:

17) You will receive a confirmation and opportunity to print your receipt on the final screen:

*If you have forgotten your password or have trouble logging in, please call RevTrak at (888) 847-7420.*