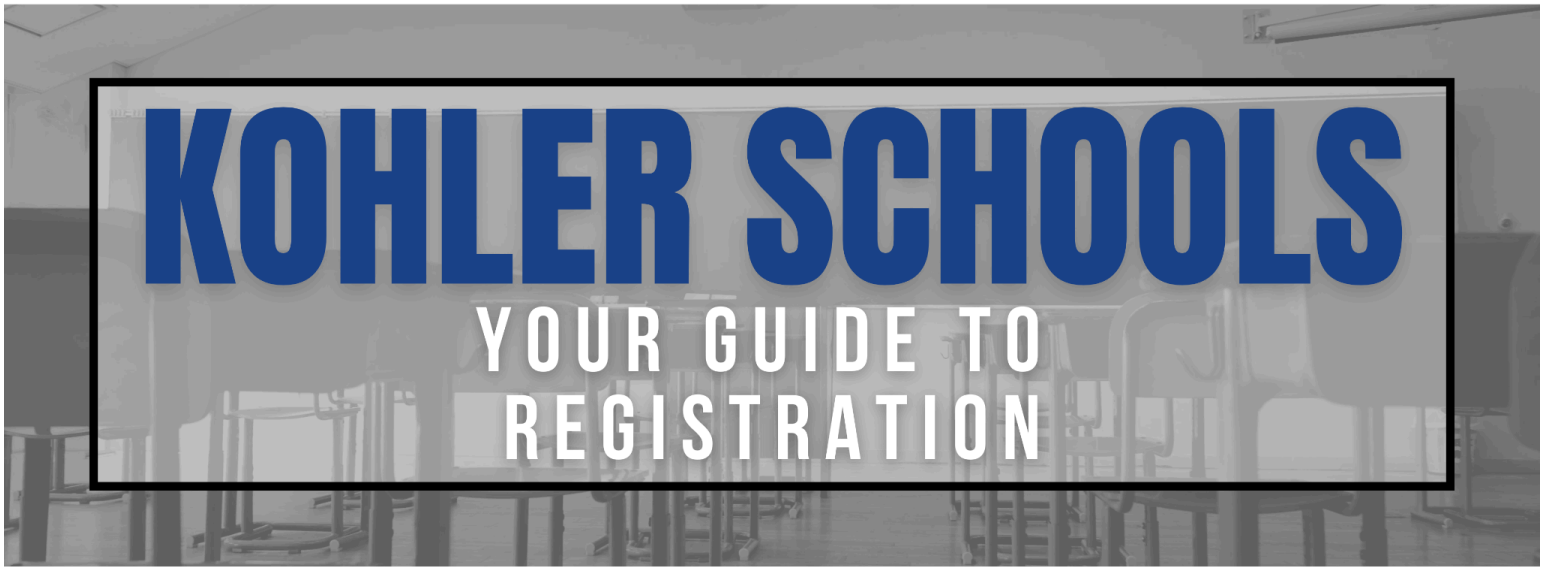


STEP 1: LOGIN TO SKYWARD FAMILY ACCESS

Registration works best when NOT completed on a mobile device.
Once your student is enrolled in Kohler Schools, you can proceed with the online registration from the Skyward Family Access portal.

- Login to **Skyward Family Access** using your Skyward Family Access Login ID and password.
- ***If you are new to Kohler Schools and do not have a login**, **click here to request a Skyward Family Access account & enroll your student.***

FORGOT PASSWORD?

*Parents or guardians who forgot their login/password information can request their login or password by clicking the **Forgot your Login/Password** link on the Skyward Family Access login page using the primary email address on file.*

STEP 2: CLICK ON 2026-2027 ONLINE REGISTRATION

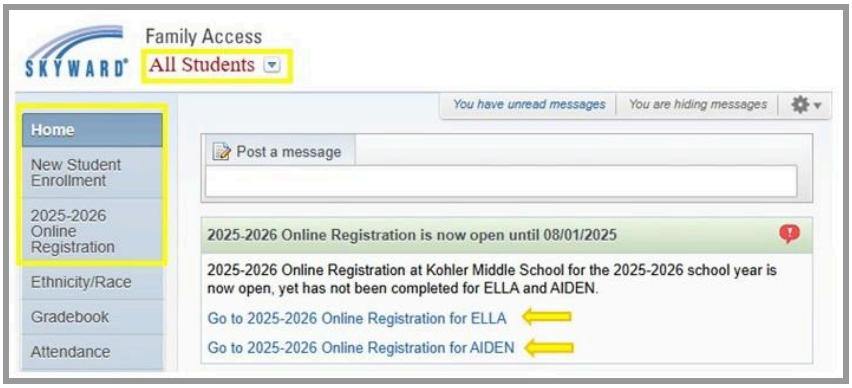
*

RETURNING STUDENTS

- Once logged in to your **Skyward Family Access Account**, you can simply click on the link found in the message thread of your HOME screen. (*Go to 2026-2027 Online Registration for STUDENT).*
- You can also select the student you would like to register from the RED dropdown box on the top of the page. Then click on the 2026-2027 Student Online Registration from the left-hand menu.

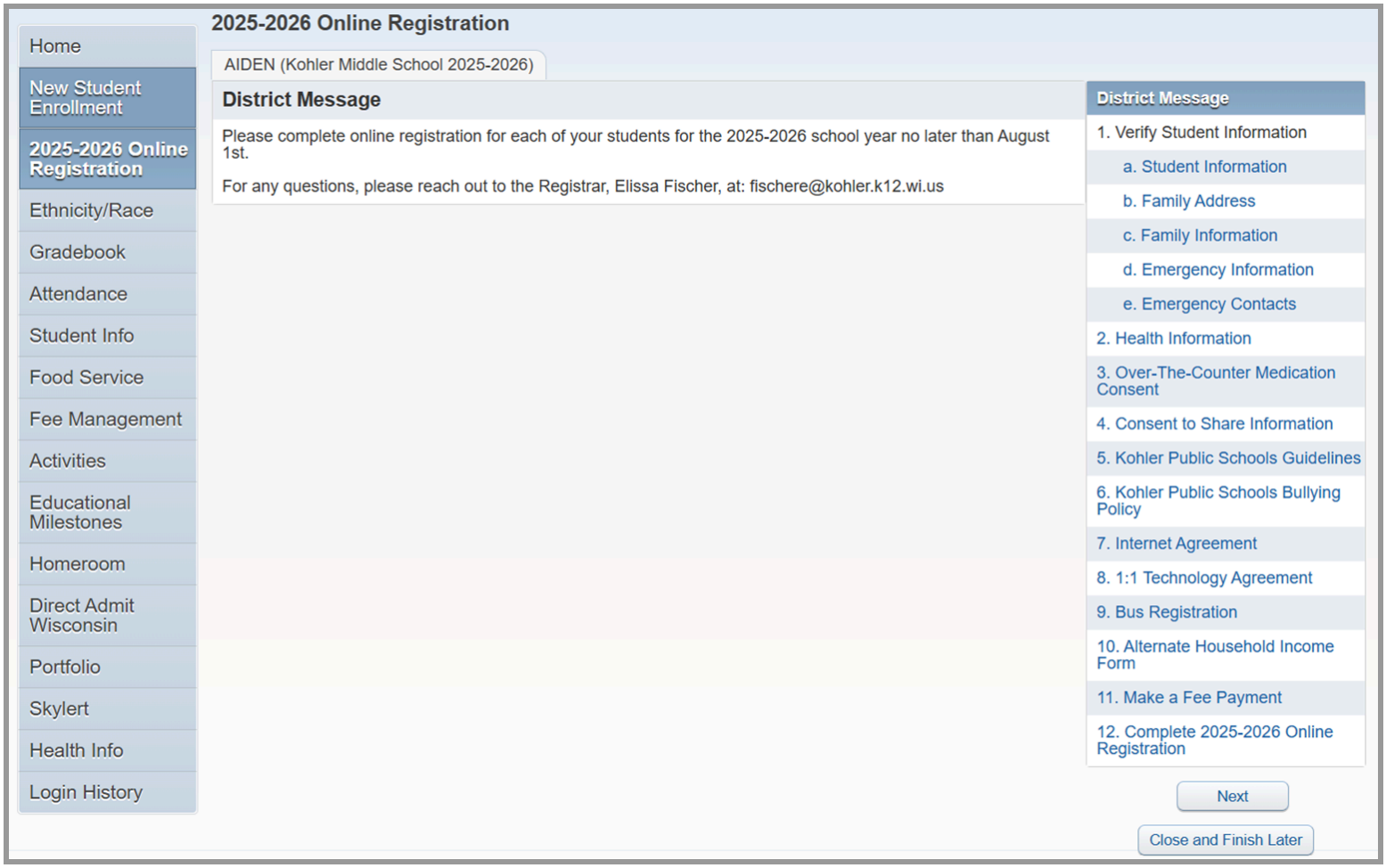
NEW STUDENTS OF RETURNING FAMILIES

- If you are a returning family with a **NEW** (additional) student, log in to your **Skyward Family Access**. Click on **NEW STUDENT ENROLLMENT** from the menu on the left and follow the prompts to complete the registration for your additional student.



STEP 3: COMPLETE ALL REGISTRATION STEPS

Proceed through the following steps:



*Registration steps may vary by grade level.

- Please note that after completing each step you **MUST CLICK** ***COMPLETE STEP*** at the bottom of the page.
- You should then see a **GREEN** checkmark next to the step.
- You can go between steps without hitting *COMPLETE*, but will not be able to submit the registration until **ALL** steps have been completed and have a **GREEN** checkmark.

Step 1: **Verify Student Information.** Please verify the **Student Information**, **Family Address** information, **Family Information** and **Emergency Contact** information is accurate. Click Complete Step for 1a, 1b, 1c and 1d.

*Regarding the primary phone number: It will automatically remain the same for the student and any remaining guardians in the household.

Step 2: Click the **Health Information** link. Go through each health condition and choose YES or NO. Enter the child's doctor and dentist information. Enter your initials in the Digital Signature box. Click the box to indicate Step 2 is complete.

Step 3: Click the **Over The Counter Medication** link. Go through each medication and select YES or NO. Enter your initials in the Parent Signature box. Click the box to indicate Step 3 is complete.

Step 4: Click the **Consent to Share Information** link. Complete the form and enter your name in the Digital Signature box. If you prefer not to share, you only need to fill out the Digital Signature box. Click the box to indicate Step 4 is complete.

Step 5: Click the **Kohler Public Schools Guidelines** link. After reviewing the handbook, enter your initials in the appropriate box. Click the box to indicate Step 5 is complete.

Step 6: Click the **Bullying Policy** link. After reviewing the Bullying Policy, enter your initials in the appropriate box. Click the box to indicate Step 6 is complete.

Step 7: Click the **Internet Agreement** link. Select desired permissions. Initial in the appropriate boxes. Click the box to indicate Step 7 is complete.

Step 8: Click the **1:1 Technology Agreement** link. (*Grade 6-12 Only*) Review the information and complete the Google Form. Click the box to indicate Step 8 is complete.

Step 9: Click the **Bus Registration** link. Please indicate if your student will be riding the bus. Click the box to indicate Step 9 is complete.

Step 10: Click the **Alternate Household Income** link. Indicate if you would like to apply for assistance. Click the box to indicate Step 10 is complete.

Step 11: Click the **Make a Fee Payment** link, then click on the Make a Fee Payment link in the upper left-hand corner. This will take you to the e-Funds website where you can make a payment. Please note: if you have multiple children and wish to make one payment that includes all fees for all children, this step to make a payment should be done when registering your *last* child. In this case, simply build a cart that includes all costs for all children and make the payment. For the other/previous children, simply click the box to complete the step without making a payment. **See instructions on the next page for setting up e-Funds.**

> **Note:** Going to e-Funds will take you out of Skyward (most internet browsers will open a new session/tab for e-Funds). When you are finished in e-Funds, you must return to Skyward to complete the registration process (Step 11). The easiest way to return to Skyward is to "minimize" or close the e-Funds session/tab.
>
> If you are NEW to Kohler schools, your student information may not have synced with e-Funds immediately. If that is the case, simply click on the link, and return Skyward to complete your registration. You can set up your e-Funds account at a later time.

FINAL STEP: CLICK *SUBMIT ONLINE REGISTRATION*

Step 11: Click the **Complete Returning Student Online Registration** link**.** Verify that all steps are completed. Click the **Submit Returning Student Online Registration box to indicate the last step is complete.**

ENROLLMENT + REGISTRATION CONTACT

If you need assistance with enrollment or registration, please contact:

registrar@kohler.k12.wi.us

e-FUNDS FOR SCHOOLS: CREATING AN ACCOUNT

Kohler School District utilizes e-Funds for Schools as a 3rd party platform to allow families to make electronic payments for registration fees, school fees, lunch accounts and child care. Families must create an account in e-Funds in order to utilize this payment option.

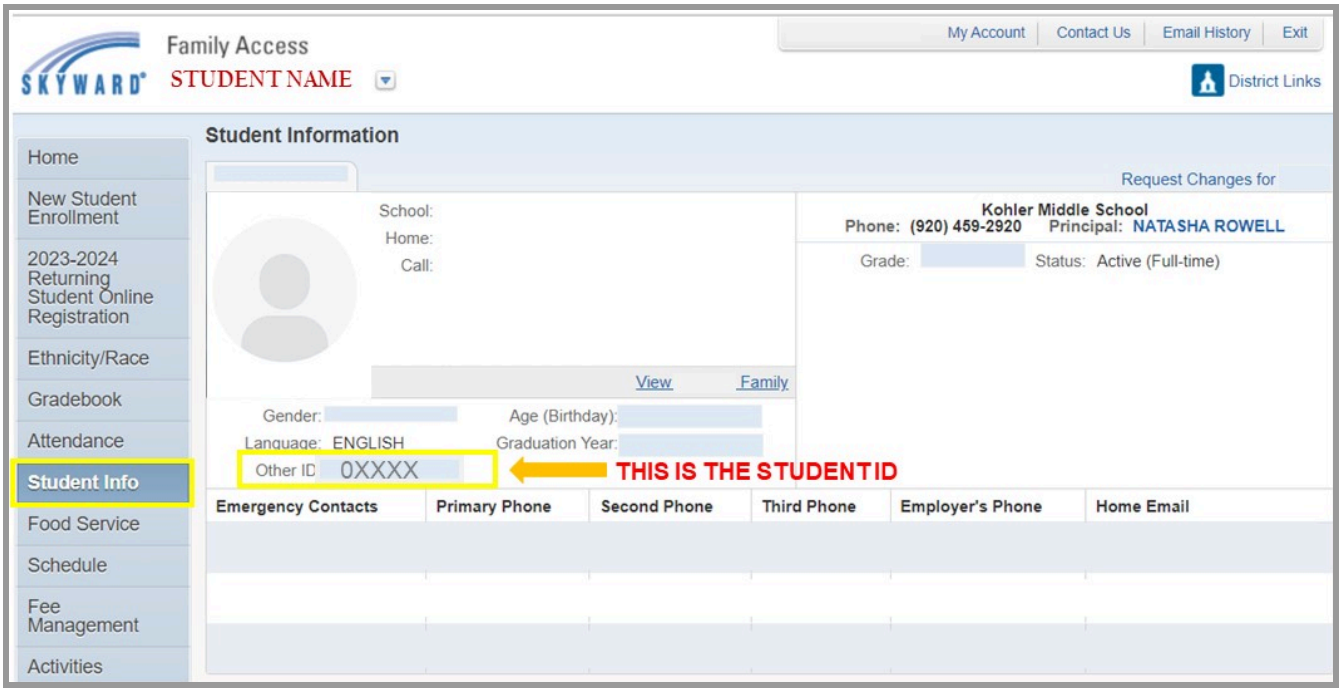
If you do not have an e-Funds account, you will need to create one. Creating an e-Funds account requires the following items:

- Kohler School District Family ID number or the 5 digit Student ID number
- A credit card number or checking account number

Electronic payments made through e-Funds can be made the following ways:

- Credit card *

1. Find your Family and/or Student ID number in **Skyward Family Access** in *Student Info*. Student ID numbers are 5 digit numbers beginning with 0 (also referred to as Other ID).



2. Go to the eFunds For Schools website.
3. Create an account by clicking on *Create an Account* from the menu on the left.
4. Preferred payment settings must be established (i.e., credit card or direct debit from checking account). This is completed by clicking *Payment Settings* and then *Payment Methods* in the left hand menu.
5. Users must add/link students to their account by clicking *Manage Account* and then *Manage Students*. To complete this step, users will need the student's last name AND either the Family ID number or the Student ID number.

e-FUNDS + BILLING CONTACT

If you are unable to create an e-Funds account, need a payment plan, or have billing related questions, please contact:

Melissa Schoeder, *Business Manager*
Phone: (920) 803-7204
Email: schoederm@kohler.k12.wi.us