

Skyward Online Registration Guide

Returning Student Enrollment & Information Update • Van Buren County Schools

Welcome to the new school year! Please follow these step-by-step instructions to update your child's enrollment information online. Complete and accurate information helps us serve your family better.



PRO-TIP FOR PARENTS: Registration is much easier if completed on a **desktop or laptop computer**. If completed on a mobile phone, you may not be able to see the entire screen, which can prevent you from completing the steps and submitting the application.



Need Assistance or Internet Access?

If you do not have internet or computer access, please choose one of the following support options:

- **Contact Your School:** Reach out to your child's school secretary directly for assistance.
- **Open House Support:** We will have Chromebooks set up at our Open House on **Tuesday, August 4th from 4:00 PM – 6:00 PM**, with staff members available to assist you.



Step-by-Step Instructions

Step 1: Accessing Skyward

1. Go to the Van Buren County Schools website at vanburenschools.org.
2. Click on the **Skyward Link Icon** located at the bottom right of the homepage. This will take you to the Skyward login portal.
3. Enter your **Login ID** and **Password**.
 - *Ensure the "Login Area" selection box at the bottom says **Family/Student Access**.*
 - *If you do not have your login credentials, click "**Forgot Login/Password**" to receive a reset link via email, or contact your school's secretary.*
4. Click **Sign In**.

Step 2: Starting the Update Process

5. Once logged in, look at the top left side of your screen and click on **"Returning Student**

Enrollment/Info Update" for the appropriate school year.

6. A pop-up or window will open showing your child's name listed in **blue text**. Click on your child's name to display the enrollment steps.

Step 3: Completing District Forms

7. The individual steps required for enrollment will appear on the right-hand side of your screen.
8. **Step 1** involves verifying or editing your contact and student information. The subsequent steps are district forms that must be read, filled out, signed, and dated.
9. **Crucial Action:** When completing each step, you must click the box at the bottom of the screen that says **"Complete Step # and move to step #"**. If you do not click this button, the information you entered may not be saved correctly.
10. As you successfully finish each section, a **green checkmark** will appear next to it. If you do not see a green check, click on that step again, verify that all fields are filled, and click the "Complete Step" box at the bottom.

Step 4: Submitting the Application

11. Once all steps are completed and have green checkmarks next to them, click **"Submit Returning Student Enrollment/Info Update"**.
12. The school will automatically receive a notification that you have successfully submitted the registration.



Important Post-Submission Information

- **Review & Approval:** If you requested changes (such as an address or phone number update), these changes will wait in a queue to be reviewed and approved by the school clerk.
- **Locked Applications:** Once the application is submitted, you will not be able to log back in and change the information.
- **Making Future Changes:** If you need to correct an error or make additional updates after submission, please contact the secretary at your child's school directly.