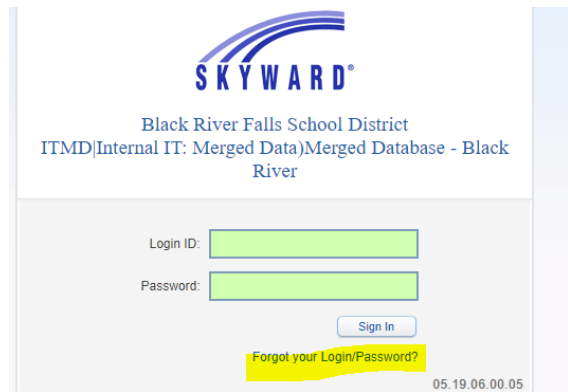


Student Information Update in Skyward - 2021

Completing the online registration and your student information updates has been made easier. Please follow the steps below. This [60 second video link](#) shows you how.

Please log into your individual Skyward accounts (parent and student) to complete both sections.

1. Go to the Black River Falls website at www.brf.org. On the home page you will see a tab on the right that says "Skyward Family Access", shown darkened below. Click there and it will take you to a login screen.
2. Enter your Login ID and Password. If you can't remember your Login ID or Password, please click the link for "Forgot Your Password" shown below the "sign in" button and highlighted below.



3. Once you log in you will see your Family Access Page. Click on the "Student Information Updates" tab on the top left, shown highlighted above.

4. You will see a drop-down menu with your student's names. Click on your student's name and continue. (Note: names hidden for confidentiality)



If you have multiple students, each student will need to be completed separately.



5. Next you will see a screen that looks like this. Notice on the right it shows a green checkmark when a step has been completed. You will need a green checkmark on every step that is required. (Some steps state that they are optional.) When beginning, make sure your browser window is maximized so you see all option buttons on the bottom to complete the steps.

my ACCESS

Student Information Updates

Black River Falls High School 2019-2020

2019-2020 Student Information Update

Hello Families and Welcome to the 2019-2020 Student Information Update Process (formerly called "Registration"). We already have most of the information about your child that we need. Yet we know that sometimes phone numbers, addresses, etc. change. This process makes sure that all of the information in our systems about your student is up-to-date and accurate. We have streamlined the process this year significantly reducing your time with it. You should need less than 15 minutes to complete everything. You can also save and come back to it if you need to. However, it is best to complete everything in one session. Be sure to click the "Complete Step" buttons at the end of EACH step. When you are finished with all of the steps, click on "Complete Online Registration" and then click on "Submit Online Registration". Finally, please note that from now through the end of August, there is NO SERVICE FEE to make your payments online. Thank you and enjoy the rest of the summer.

Tom Chambers
Principal

P.S. If your child has severe allergies, diabetes, seizures, a heart condition, or any other serious health condition or physical impairment, please email the District School Nurse (ELIZABETH.PARDOE@brf.org) after completing your child's registration.

2019-2020 Student Information Update

- 1. Verify student and family information
✓ Completed 08/08/2019 1:46pm
- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts
- f. Health Information
- 2. Verify Skylert Information
✓ Completed 08/08/2019 1:47pm
- 3. Student/Family Residence Questionnaire
✓ Completed 08/08/2019 1:48pm
- 4. OTC Medications
✓ Completed 08/08/2019 1:49pm
- 5. Parent Approvals 19-20
✓ Completed 08/08/2019 1:51pm
- 6. Fee Waiver
✓ Completed 08/08/2019 1:51pm
- 7. Student fees
✓ Completed 08/08/2019 1:56pm
- 8. Food Service Application
✓ Completed 08/08/2019 1:56pm
- 9. Check your Food Service Account
✓ Completed 08/08/2019 1:57pm
- 10. Field Trip Consent
✓ Completed 08/08/2019 1:59pm
- 11. Science Lab Contract
✓ Completed 08/08/2019 1:59pm
- 12. Bridging Brighter Smiles
✓ Completed 08/08/2019 1:59pm
- 13. Complete Student Information Updates

Submit Student Information Updates

Previous Step Next Step

Close and Finish Later

6. Complete all steps. Once complete, click the "Submit Student Information Updates" button which is shown highlighted below. This completes your registration! Thank you!

Note: It is best to complete this on a laptop and to maximize all windows to full screen. This allows you to see the completion buttons at the bottom of each step.