

# How-to Guide for Brown County School District 2016-2017 Online Registration

1. Go to <http://skyward.bchornets.com>
2. Type in your **Login ID** and **Password** for Skyward
  - a. If you don't remember your login and/or password, use the **Forgot your Login/Password?** link below the **Sign In** button
  - b. If you can't get the **Forgot your Login/Password?** link to work properly, contact Casey Perry at [cperry@bchornets.com](mailto:cperry@bchornets.com) or (217) 773-7505
3. If you are an employee, go to the **Family Access** system
4. You will see **Online Registration** links for each child that needs registered on the Family Access Home page
5. Click on the **Go to Online Registration – Register for 2016-2017** link for the child you wish to register
  - a. **Note:** Each child must be registered individually
6. Read the District Message in its entirety to understand what requirements need to be met and then click **Next**
7. Add or change the information on **Step 1a** as needed and then click **Next Step**
8. Carefully review and update each screen of information as needed and then click **Next Step** after doing so
9. Once all information has been entered and/or updated, enter payment information
  - a. **Note:** Registration is not considered complete until payment has been received or a blank voided check has been given to the Board of Education and a payment plan with 3, 6, or 9 month terms has been set up