

Online Registration Instructions

*****There is no charge for online payments for fees or food service.*****

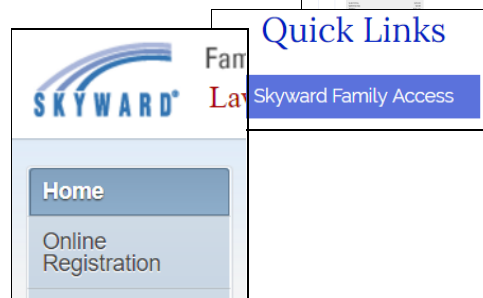
BEFORE ONLINE REGISTRATION: Create an account in RevTrak first if you haven't used it already for food service.

[Directions for setting up a RevTrak account](#) can be found at www.bccu2.org

[Directions for using RevTrak to pay foodservice and fees](#)

ONLINE REGISTRATION:

- A video tutorial of the online registration process is available [HERE](#)
- Log in to Family Access at www.bccu2.org.
 - **If you do not know your Family Access Login credentials, please call or email your student's school office.**
 - Additional information on using Family Access can be found on the district website [HERE](#).
- Click on Online Registration on the menu on the left.
- Select the student you wish to register.
- You will need to register each student separately.



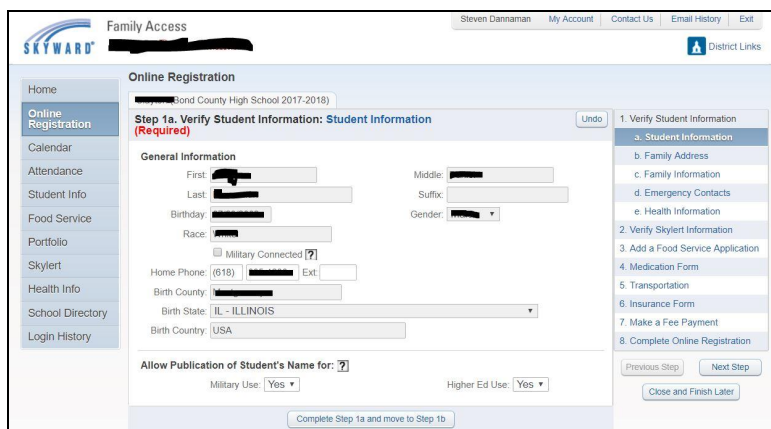
Each screen has a button that prompts you to complete that step and move to the next. You will need to click on that to complete the step before you can finish the process.

Step 1a: Student Information – On this screen, you may change the phone number and can mark a military connection (if a parent is active duty). For high school students only, you can check yes or no for submission of your student's name to the military or to higher ed (colleges). If anything else is incorrect, you will need to contact the school by sending an email to:

- PreK KRP Program - Jenny Campbell - jcampbell@bccu2.org
- Greenville Elementary School - Cheyenne Elam - celam@bccu2.org
- Greenville Junior High School - Sabrina Revisky - srevisky@bccu2.org
- Pocahontas Elementary School - Kim Quesada - kquesada@bccu2.org
- Sorento Elementary School - Brandy Haas - bhaas@bccu2.org
- Bond County High School - Joy Prater - jprater@bccu2.org

Step 1b: Family Address – No information can be changed on this screen. If your address has changed, you must notify the school. Anyone changing an address must submit two proofs of residency to the school. These can include property tax statements, lease agreements, and utility bills.

Step 1c: Family Information – on this screen, you can update employer, email, and phone numbers for guardians. When updating employer, a list of options will appear as you start to type. Please pick options from the list if your employer is available. Only add a new employer if yours is not already listed.



The screenshot shows the 'Online Registration' page for 'Bond County High School 2017-2019'. The current step is 'Step 1a. Verify Student Information: Student Information (Required)'. The form includes fields for 'General Information' such as First, Middle, Last, Suffix, Birthday, Race, Gender, Home Phone, Birth State (IL - ILLINOIS), and Birth Country (USA). There are also checkboxes for 'Military Connected' and 'Allow Publication of Student's Name for: Military Use' and 'Higher Ed Use'. A 'Next Step' button is visible at the bottom right.

STEP 1d: Emergency Contacts – Emergency contacts can be added, deleted, or be edited. If you list someone who is already connected to other students in the system as an emergency contact, you will not be able to change their phone numbers.

Step 1e: Health Information – On this screen, you can enter health information for your student. Any required shot, dental, and physical records will need to be submitted to your child’s school by email, fax, or in person before school begins.

Incoming **Kindergarteners** will need to turn in a current physical and up to date immunizations, dental and eye exam.
 Incoming **2nd graders** will need to turn in a dental exam.
 Incoming **6th graders** will need to turn in a current physical, up to date immunizations (including T-dap, Meningitis, and Varicella dose #2), and dental exam.
 Incoming **9th graders** will need to turn in a current physical.
 Incoming **12th graders** will need a Meningitis immunization.

ALL PHYSICALS need to be on the DHS form, not IHSA, to be a completed physical for these grade levels.

Step 2: Verify Skylert Information – On this screen, you can indicate how you wish to receive messages through Skylert. The top portion is filled in with email and phone numbers given in step 1c. You can enter additional phone numbers and email addresses that you’d like. You also can indicate what messages you’d like for each number to receive. For example, if you wish that a number doesn’t receive informational phone calls, uncheck the general message indicator. If you want a certain number to receive food service phone calls, check the food service box. Further directions on using Skylert can be found [HERE](#).

Step 3: Medication Form – Clicking on the link will open a new browser window or tab.

If your child needs to take medication at school, print out this form. It must be completed and signed by the parent and doctor. Once completed, you will need to turn it into your child’s school. You can fax it, mail it, or submit it in person.

You must click on the link to move to the next step. If you don’t need the form, close that tab and return to the Skyward family access tab.

Step 4: Transportation – **If your child needs school transportation in the morning or afternoon, make sure the box is checked.** If your child received transportation last year, the address is already entered in the blue fields. Make changes in the white boxes below them if needed. An alternate address can be listed if desired. Please be specific about your transportation needs for this school year as the number of students allowed on buses may be limited.

Step 5: Insurance Form - Click on the link for information about voluntary student accident/medical insurance. Clicking on the link will open a new browser window or tab. **You must click on the link to move on to the next step. If you don’t need this form, close the tab and return to the Skyward Family access tab.** If you have any questions about insurance, please contact the unit office.

Step 6: Acceptable Use Policy – Click on the link to open the BCCU2 Acceptable Use Policy. By completing this step, you are allowing your student to use district provided technology. **You must click on the link to move on to the next step.**

Step 7: Homeless Information - Click on the link to view information regarding students who are homeless. If you have any questions or believe you qualify for services, please contact your child's school.

Step 8: Fee Payment – Click on the link to pay your fees. This will open a new browser window in the Bond County CUSD #2 Web Store (RevTrak) where you can pay using the payment method you previously setup. After this step, return to your Family Access Online Registration browser window that will remain open. ****This step does not apply for KRP students.****

Web Store:

If you do not have a RevTrak account setup, please do so now.

[Directions for setting up a RevTrak account](#) can be found at www.bccu2.org

[Directions for using RevTrak to pay foodservice and fees](#)

*If you are wanting to pay for all students at one time, including optional items (foodservice, PE uniforms, parking and/or athletic passes) click on the payment link and then return to the Online Registration and move to the next step. **When on Step 9 with the last student you are registering, please complete the payment step with payment for all students.***

Click on fee to move it to the payment box below. When you have added what you need to purchase, click on "Add to Cart" tab above.

RevTrak will email you a receipt. Course fees will show up just as course fees and not specifying the course, so if you want to know which course a fee is for, please print them from the screen shown in the center above. **Your email receipt will look like the cart screen on the left.**

*RevTrak will email you a receipt. Course fees will show up just as course fees and not specifying the course, so if you want to know which course a fee is for, please print them from the screen shown in the center above. **Your email receipt will look like the cart screen on the left.***

*If you do not have a method of paying online, please click on the payment link and then return to the Online Registration and move to the next step. **You will need to make payment at the school before the first day.***

Your order has been placed

After paying, you need to return to the Online Registration in Family Access to complete Step 10 and finalize the registration process.

Submit Online Registration

Step 11: Complete online registration: When you are sure that you are finished with registration, click on this to submit your information. You may not go back to correct registration information after this step is done. You could log into Skyward Family Access to request changes to some information and log in to RevTrak to make payments after registration has been completed.

You will receive a confirmation email that you have successfully completed registration for your student. If you do not receive this email, you may contact your child's school. Thank You!