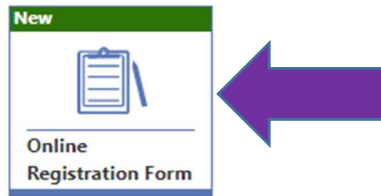


Online Registration Directions for Returning Students

1. Login to your **Parent Account** in the Qmlativ Family Access Portal. You will not be able to register your child using their student account. If you do not have a parent account please contact Chris Solis (csolis@centralcougars.org)

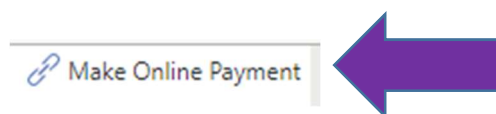
2. From your home screen, click on the New “Online Registration Form”



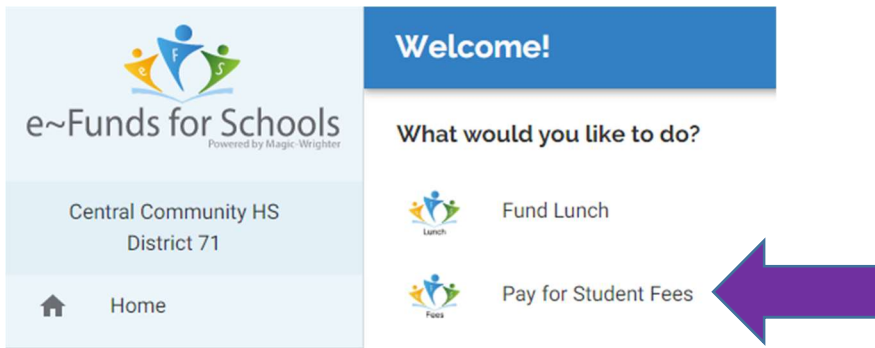
3. Click on the Green “Start” Button
4. Under “Student Information,” please include your student’s cell phone number and personal email. If they do not have a personal email, then leave the section blank. We need this information in the instance of another school closure. Teachers may want to communicate with students in other ways than only their school email. Also, if your student plans to drive a vehicle to school, please include their vehicle information.
5. Work your way through the rest of the Online Registration steps. **Please confirm or update all of your contact information.**
6. The Health Provider Information page is optional. Students can be registered for school without providing this information.
7. Once all the Online Registration Steps are complete, please review and submit the information. You will need to scroll down to the bottom of the “review” page and click the “Submit” button.
8. If you wish to pay your fees online, then return to your Family Access Portal Home Screen and click on “Fee Payment.” **Be careful to click on Fee payment and not on the icon for “Fees”**



9. Once you enter fee payments, please click on “Make Online Payment.” This link is fairly small and will be towards the upper right hand corner of your screen.

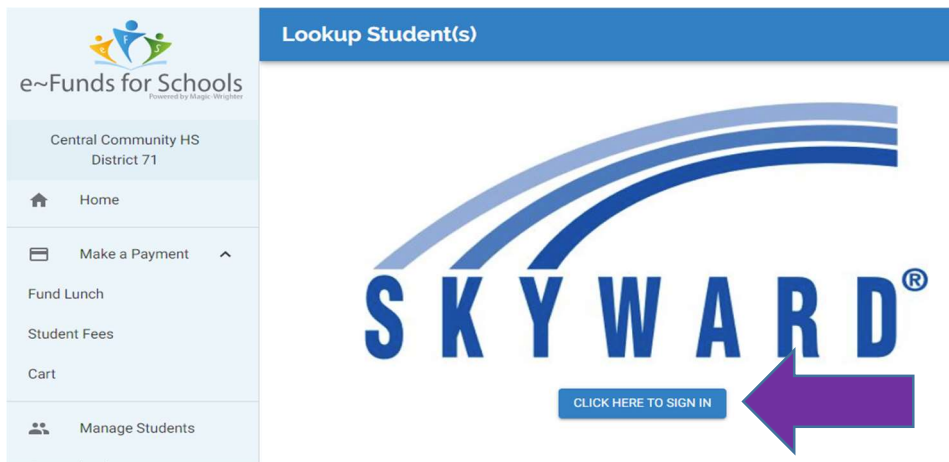


10. Click on “Pay for Student Fees”



11. Click “Login.” This will take you to a sign-in screen for Skyward.

12. The Skyward logo will appear. Below the logo, click “Click Here to Sign In”



13. This will automatically sign you in to your Skyward account and take you back to the eFunds homepage. Please click “Pay for Student Fees” again.

14. Your student(s) name will appear. Click on the arrow to the right of your student’s name.

15. To pay for all of your student’s fees, scroll down to the bottom of the page and click “Add All Fees.”

16. If you do not want to pay the full amount at this time, then you can click on each fee individually to add them to your cart.

17. Once the fees are added to your cart, click on “Begin Checkout”

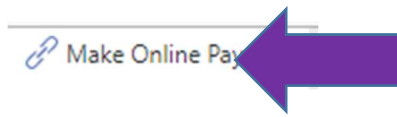
18. Add your debit or credit card information and submit your payment.

Directions for Adding Funds to your student's lunch account

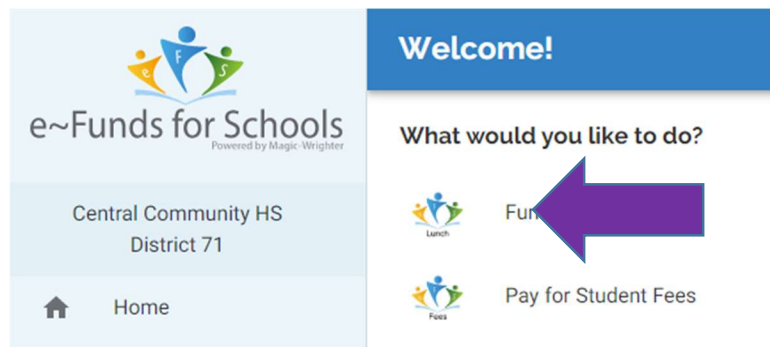
1. Login to the Qmlativ Family Access Portal.
2. Click on "Fee payments"



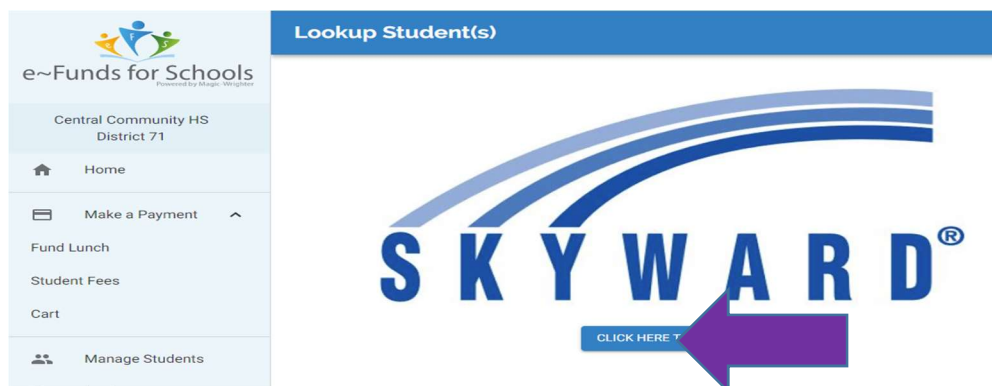
3. Click on "Make Online Payment"



4. Click on "Fund Lunch"



5. Click on "Login." This will take you to a sign-in page for Skyward.
6. The Skyward logo will appear. Below the logo, click "Click Here to Sign In"



7. This will automatically sign you in to your Skyward account and take you back to the eFunds homepage. Please click "Fund Lunch" again.
8. Click on your your student's name.

9. Type in the total amount that you would like to add to your student's lunch account.
10. Click "Add to Cart"
11. Click "Begin Checkout"
12. Add your debit or credit card information and submit your payment.