

ONLINE REGISTRATION STEPS:

To access the online registration portal please visit our website at www.brimfield309.com, click on the quick links dropdown and select Skyward Parent Portal.

If this is your first time logging into your Skyward account: Your parent user name is your Firstname.Lastname (**not your student's name**) – To obtain a password click on the **FORGOT PASSWORD** link – this will prompt the system to send a reset link to the email you have on file.

If you have set up and accessed your Skyward account before: Your parent user name is your Firstname.Lastname – (**not your student's name**) – If you have forgotten your password please click on the **FORGOT PASSWORD** link – this will prompt the system to send reset link to the email you have on file.

Once you have accessed your skyward account you should see a **FAMILY ACCESS** page with your student(s) names listed at the top. Below your student(s) will be listed individually with multiple skyward tiles/squares. Click on the tile/square named **RETURNING STUDENT REGISTRATION FORM**; follow the prompts. You will be asked to electronically sign and submit this form at the end.

After you submit the online returning student registration form click on the tile/square named **FEE PAYMENTS**. Once you have clicked on this tile/square you will see the fee amount listed for your student's new school year. In the upper right hand corner click on the link to **Efunds Payment Link**. This will direct you to the **Efunds** payment section. Scroll down to the **Login** prompt on the left side. Click the Login button; you will see a welcome to **SKYWARD** page; click on **CLICK HERE TO SIGN IN**;

Under **what would you like to do** click **PAY FOR STUDENT FEES** and follow the prompts.

PLEASE NOTE: You must click on the **returning student registration tile** for each of your students.