

On-Line Registration will be available April 23

If you have any questions, or need assistance, please contact Stephanie Williams, Summer School Secretary at 608-786-1662 or williams.stephanie@wsalem.k12.wi.us

Please note: If your child does not attend a West Salem public school, you will **NOT** be able to register online. Please contact Stephanie Williams to request further assistance.

1. Start your internet browser
2. In the address line, type: www.wsalem.k12.wi.us
3. Click the "FAMILY" tab and then click the "SKYWARD FAMILY ACCESS" button
4. Type in your Family Access Login and Password. If you've forgotten your login name and password, click the "**Forgot your login/password?**" link and an email will be sent to you with your login information.
5. Once you are logged in, click the **Arena Scheduling** button on the left side on the screen.
6. Under the Summer School heading, click on 2018-19 under your child's name.
7. Once you have decided which courses you will be registering for, you may begin scheduling. All classes available for your child's grade level will be shown.
8. Once you find your course, it will display how many seats are still available (Seats Avail column), if it fits in your schedule (Fit column), and displays **ADD** if there are still seats available (Option column). Click on the **ADD** button to add this to your schedule. It will now display that you are enrolled in this course.
9. If you decide to "**unenroll**" from a course, you can click on "**REMOVE**" under the Option column.
10. Once you have all of your Summer School courses selected, you can click on the View/Print schedule tab and view all of your courses.
11. If everything looks correct, you can click the "PRINT SCHEDULE" button to print a copy of your schedule. If it's not printed at this time, you can log into Family Access at any time, click on Arena Scheduling button, select 2018-2019 under your child's name for Summer School, and click on "VIEW/PRINT SCHEDULE". Once on this screen, click the "PRINT SCHEDULE" button.
12. Repeat steps 6-11 for each additional child that you wish to register for Summer School courses.
13. When finished, click the Logout button on the title bar in the upper right corner.