# Online Registration Procedures

1. Go to the district website at www.nhsd.k12.wi.us
2. Click on the **FAMILY ACCESS** on the left side of the page.
3. Login using the login and passwords included in the mailing.
4. You will see the message "Online registration is now open until Friday, August 30, 2024".
   > **Before proceeding to online registration, you must know your student's Other ID. To find the student's Other ID, click on *Student Info* on the left column. Locate the Other ID number for each of your students (You will need this information in order to make a payment through eFunds.)**
5. Click on *Fee Management* on the left column to view your student's fees. You have the option to add additional fees (Middle School-computer insurance, yearbook, activity fee, volleyball t-shirt; High School-computer insurance, parking, activity fee (can be added twice). To do this, click on the *Add a Fee* tab. Additional fees are listed on the bottom of the page. Click *Add* next to the fee you wish to add.
6. Return to the Home page and click on *Go to Online Registration for . . .*
7. Under Message Label click on *a. Student Information*. This will begin the online registration process.
8. When you have completed an item, click on *Complete Step … and Move to Step …* at the bottom of the page. Do not click on Next on the right hand side of the screen.
9. Proceed through each item. If the item includes a Custom Form, you must click on the Custom Form link to open the document.
10. If you have only one student in the district, click on *Make a Fee/Lunch Payment* on the bottom right hand corner and again click the link at the top. This will take you to the e~Funds website. **(If you have more than one student in the district, proceed to #17 below.)** If you want to pay by check click on Make A Fee Payment and then click on Complete Online Registration – Steps not successfully completed will display in red. You must complete these items to finish the online registration process. Click - Submit Online Registration.

For Families with One Student

11. If you have previously used e~Funds, click on Pay for Student Fees, Login and proceed.
12. If this is your first time using e~Funds, click on Pay for Student Fees. You will have two options, *Continue as Guest* or *Create an Account*
13. If choosing *Continue as Guest* follow these instructions:
    A. Under Add Students, enter the student's last name and their Other ID from Step #4 above. Do not enter the Family ID. Click on [ADD STUDENT(S)]. Repeat this step until all students are added.
    B: Click on [CONTINUE ON TO STUDENT FEES].
    C. Click on the Refresh symbol ↻
    D. Click on the arrow to the right of your child's name.
    E. Click on [ADD ALL FEES]. (If you have more than one student, click on *Back to Students* and repeat Steps D & E.
    F. If you do not want to add lunch money to your account, click on [BEGIN CHECKOUT], [BEGIN CHECKOUT] and add payment information.
    G. If you want to add lunch money to your account, click on the menu symbol ≡ to the left of *Student Fees* and choose *Fund Lunch.* Click on student's name, add the desired dollar amount, click on [ADD TO CART], click on [BEGIN CHECKOUT] twice and add payment information. Continue to Step 15.
14. If choosing *Create an Account* follow these instructions:
    A. Fill in all required information (You do not need the Family ID) and click on [CREATE ACCOUNT]
    B. Click on *Pay for Student Fees* and follow instructions 13C through 13G.
15. Click on *Complete Online Registration*. Steps not successfully completed will display in red. You must complete these items to finish the online registration process.
16. Click on *Submit Online Registration*.

For Families with Multiple Students –

17. Click on *Complete Online Registration*. Steps not successfully completed will display in red. You must complete these items to finish the online registration process.
18. Click on *Submit Online Registration*.
19. Click on the *Home* link and register your remaining students. **Before completing the registration process for your last student, click on *Make a Fee/Lunch Payment* on the bottom of the page and again click on the link at the top.**
20. Follow steps 11-16 above.