



Skyward New Student Registration Guide

General Notes:

- Do not use the back button on your browser!
- Do not “x” out of pages. It will close the program.
- For each step, complete the required information and select **complete step**.
- To easily view forms without scrolling from side to side, use the **View Full Screen** button. To return, use the **Exit Full Screen** button.
- Complete each step in the registration process. Verify there is a green check mark beside each step. Be sure to scroll down to ensure all steps are completed.
- Make sure your pop-up blocker is set to allow pop-ups from Skyward Family Access.
- If you use an iPad, Safari is the recommended browser.

1. Click the attached link to receive a login and password.

<https://sis-sumner.tnk12.gov/scripts/wsisa.dll/WService=wsSUMStu/skyenroll.w>

You can also access the link from the Sumner County Schools website.

2. Clicking on the link will bring up the screen below. Please fill out all information and follow the directions on each screen.

New Student Enrollment: Account Request

This form is the first step to enrolling your new student online. Complete it to request an account that you will use to log in to a secure Online Enrollment system.

Please complete all required fields to request an account to enroll your students. *****Please enter an Email address*****

Enter the name of the legal parent/guardian of the student you want to enroll

* Guardian Legal First Name:

* Guardian Legal Last Name:

Guardian Legal Middle Name:

Guardian Legal Name Prefix: Guardian Legal Name Suffix:

Guardian contact information

I don't have an email

* Guardian Email Address:

* Re-type Email Address:

* Guardian Primary Phone Number:

Asterisk (*) denotes a required field

[Click here to submit Online Enrollment Account Request](#)

3. After completing the form, your login and password will be emailed to you. If you do not have an email, you will be able to create your login and password. Once completed, please login to Skyward.

Please complete all steps and remember to hit **“Submit Application to District.”**