

# Wilbur Elementary School

August 13, 2020

RE: Fall Online Registration

Dear Parents,

It's time for online registration for the 2020-21 school year. Regardless of choices between distance and in person learning, online registration needs to be completed BEFORE August 26<sup>th</sup>. This is to ensure that all contact and health information are up to date each year, and to ensure a seamless start to the school year due to COVID-19. If you do not have access to a computer, the Wilbur School will provide a computer for you in the days prior to August 26<sup>th</sup>. Please call 509-647-2221, extension 4, to confirm that someone will be in the office. It is not recommended to complete the registration process from a smart phone.



To register, go to the school's website ([www.wcsd.wednet.edu](http://www.wcsd.wednet.edu)), select the skyward quick-link (blue circle in the middle of the home page), then choose the school of your student's home district. For example, if you're a Creston student who attends high school in Wilbur, you would login to Creston Skyward and if you're a Wilbur resident student you will login to the Wilbur Skyward. Next, you will have to enter your login and password (directions at bottom of page). You are logging in as the parent and need to use your name for the login and password – NOT your student's. This will take you to your student's Skyward Family Access page. If you have more than one student, you will have to choose one from the drop-down menu. After selecting your student, there will be a link on the page saying *2020-21 Registration*. Click the link and follow the directions. Please fill out the registration forms as thoroughly as possible. If you have more than one student, you will have to do this process for each student.

Hope you are all having a great summer!

Sincerely,

Amy Ritchy, Elementary Secretary

Go to [wcsd.wednet.edu](http://wcsd.wednet.edu). In the middle of the website you will see the Quick Links with this icon. Click on it and choose Wilbur.

## Login and Password Instructions: (use PARENT/GUARDIAN information)

**Your login** will be the first 5 digits of your (parent) last name and the first 3 digits of your first name followed by 3 zeros. If your name is shorter than the digits provided, leave a blank space. Example: James Paul paul jam000

**Your password** will be the first 8 digits of your (parent) last name and the first 5 digits of your first name. If your name is shorter than the digits provided DO NOT leave any black spaces. Example: pauljames

Example 2

: If your name is Alex Rodriguez

Login: rodriale000

Password: rodriguealex

All login and passwords are lowercase and you will be forced to change your password at your first login. Please write down your login and password and keep it somewhere safe. You will need it to access Skyward to register each year.

**Any questions or concerns please call Amy at the Wilbur office at 647-2221, extension 4, or email me at [aritchy@wcsd.wednet.edu](mailto:aritchy@wcsd.wednet.edu).**