

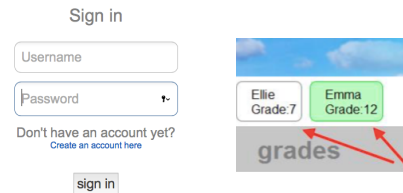


SCSD2 Harmony Family Access Online Registration Guide

Welcome to SCSD2 Registration! Follow the steps below to register your student!

1. **Open Harmony Family Access.**
Launch registration from the school web site in the Parent/Guardian drop down menu.

2. Enter your Harmony Family Access username and your password. Select the name of your student from the top of the screen. If you have more than one student, repeat this process for each one!



- ?? If you have never created a parent/guardian account, select Create an Account. See the Harmony Family Access Intro Guide if you have questions!
- ?? If you created an account but forgot your password, select Forgot My Password and enter your email address. A password reset will be sent to you right away.

3. Scroll down to the Online Registration section. **Complete all forms!**

Start by checking your demographics. Enter any changes!



Green check forms are already done!



Click on the blue name of each unchecked form.



online registration [hide]

[update demographic information](#) (opens in a new window)

Consent forms

- Home Language Survey
- Race/Ethnicity Questionnaire
- [Work Survey](#)
- [Residency Information](#)
- Military Active Duty Survey
- Health History
- CHIRP Release
- Acknowledgment of Student Insurance Assurance Waiver 2015-2016

The list includes federal forms and local consents. Some require data. Some are just 'sign offs.' Sign your name and type the date (mm/dd/yyyy) and submit. Continue until you have all **GREEN!**

NOTE: By typing your name in the signature section you are signing this form.

Name:

Date:

4. Fee Payment

You can make an online payment for your school fees or lunch account ANYTIME in the payment section of your child's account. SCSD2 will also accept cash or check payment for fees at registration or during the school year (for lunch accounts.)

5. Create/update your Push Notification Profile.

This is a CRUCIAL step. **If you don't customize your profile, you won't get notifications.** Use your child's name as the account nickname (otherwise you won't know which student has generated the contact!!)

Select the information you want to receive **AND** the frequency you want to receive it!

RECOMMENDATIONS-

Request notice on unexcused absences
Request notice on tardies

Request a letter grade notification
What course grade should trigger notice?

Request notice on discipline
This is important! If you don't select this you will not know about warnings, detentions, or suspensions!

Request lunch balance and set your dollar limit.

Request overdue book info if you want that.

Determine **how** you want to be notified!

Do you want email? Or text messages?
Or both?

Choose as many as you want!

Determine the **frequency** of contact.

Hit Save.

You can EDIT this profile at any time in your Harmony Family Access profile!!

Need help?

Contact your school for assistance.
We can help over the phone or we can set a meeting and assist you in person!

The screenshot shows a web form titled "my notification profile". It contains several sections of options:

- Account nickname:** A text input field with a blue arrow pointing to it from the text "Use your child's name as the account nickname".
- Attendance options:** Three checkboxes: "notify me of unexcused absences", "notify me of excused absences", and "notify me of tardies".
- Grade options:** A checked checkbox "notify me of grades less than" with a dropdown menu showing "A" and the text "(select a letter grade)". Below it is a note: "you will receive a notice of the overall grade for a subject, not each assignment". A second checked checkbox is "send me a weekly progress report".
- Discipline options:** A checkbox "notify me of discipline entries".
- Lunch account options:** A checked checkbox "notify me if the account balance is at or below" with a text input field containing "2" and the text "(enter a dollar amount)". Below it is a note: "amount must be zero (0.00) or higher".
- Library options:** A checkbox "notify me of overdue books".
- Notification options:** A checked checkbox "email me at this address" with a text input field containing a blue bar. Below it is a link "show more email addresses". A checkbox "text me at this number" is unchecked, with a text input field containing a blue bar and a dropdown menu showing "- choose one -". Below it is a note: "enter your 10-digit number and choose your provider" and a link "show more text numbers".
- Frequency options:** Three radio buttons: "notify me daily", "notify me weekly" (which is selected), and "temporarily disable". Below it is a note: "to turn off notices, until you choose to turn them back on".
- Save:** A "Save" button at the bottom.