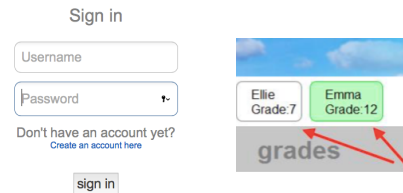# SCSD2 Harmony Family Access Online Registration Guide

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.

    The list includes federal forms and local consents. Some require data. Some are just 'sign offs.'
    Sign <u>your</u> 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:
    Submit

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! │
   │   │
   └───┘

---

my notification profile

Account nickname

Attendance options
- ☐ notify me of unexcused absences
- ☐ notify me of excused absences
- ☐ notify me of tardies

Grade options
- ☑ notify me of grades less than
  - [A ⬍] (select a letter grade)
  - you will receive a notice of the overall grade for a subject, not each assignment
- ☑ send me a weekly progress report

Discipline options
- ☐ notify me of discipline entries

Lunch account options
- ☑ notify me if the account balance is at or below
  - [2] (enter a dollar amount)
  - amount must be zero (0.00) or higher

Library options
- ☐ notify me of overdue books

Notification options
- ☑ email me at this address

  show more email addresses
- ☐ text me at this number

  [   ] [- choose one - ⬍]
  enter your 10-digit number and choose your provider
  show more text numbers

- ○ notify me daily
- ● notify me weekly
- ○ temporarily disable
  to turn off notices, until you choose to turn them back on

[Save]