# Welcome to Ridgewood Public Schools!

**New or Returning to the District?**
**If this is the first time entering the district, or if you have left and are returning, begin with Step #1**

**Already have students attending Ridgewood Public Schools?** Logon to Family Access,
**select New Student Online Enrollment from the menu options on the left, then begin with Step #4.**

## STEP #1: Request a New Student Online Enrollment Account

Click here to request a New Student Online Enrollment Account or copy and paste this URL into your web browser.
https://skyward.ridgewood.k12.nj.us/scripts/wsisa.dll/WService=wsEAplus/skyenroll.w

**Please be sure to read the statement above the Enrollment Account Request screen**. Complete the required fields to request an account to enroll your students. **A valid email address is required** so you can retrieve an email for a link and password to begin the enrollment application (be sure the check your Spam/Junk folder).

When finished, click on "Click here to Submit Online Enrollment Account Request".

## STEP #2: Online Enrollment Account Request Confirmation

Clicking OK will display additional information on how to continue. This request generates a TEMPORARY account only linked to New Student Online Enrollment. After your application has been approved you will be given access to your permanent Skyward Family Access account.

## STEP #3: Access the New Student Online Enrollment Portal

Check for an email message from skywardhelp@ridgewood.k12.nj.us to retrieve your Temporary account to New Student Online Enrollment portal. Click on the link in the email and enter the login and password provided to access to the Online Application form.

If you do not receive the email, please check your Spam/Junk folders. If not found, email
skywardhelp@ridgewood.k12.nj.us.

## STEP #4: Complete each step of the Enrollment Application

**Please read the instructions for each step carefully.** Answer the questions to progress through the application form. Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen. Click 'Save and go to Summary Page' to save your progress and return to the summary page. Click 'Leave WITHOUT Saving' to return to the summary page without saving. **Fields marked with an \* require input in order to proceed to the next step, and successfully submit the application.** When you select the 'Complete a Step and move to the next step' a green check mark ✓ will appear to the right of the step, which indicates that the step is completed.

**Need help?** **Please email skywardhelp@ridgewood.k12.nj.us**