



# KIDS' INVOLVEMENT NETWORK

North East Independent School District • Community Education

8750 Tesoro Drive, San Antonio, Texas 78217

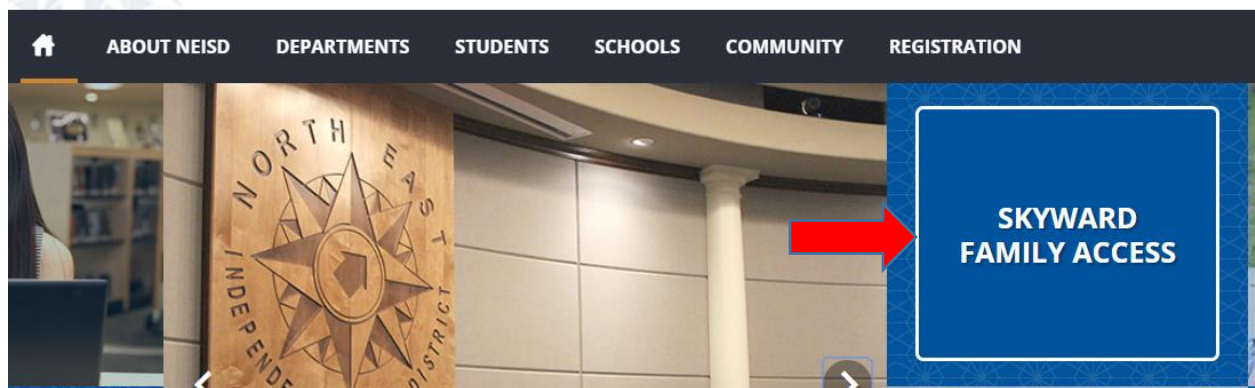
(210) 407-0140 – Fax (210) 657-8612

## How to Register

1. Contact the NEISD Help Desk at 210.356.4357 to obtain your Skyward Family Access login credentials. Hours of Operation: 7am–4:45pm Summer Hours: 8am–4:45pm
2. After obtaining your login credentials, go to [www.neisd.net](http://www.neisd.net)
3. Click on the Skyward Family Access Tab



News | Calendars | Launchpad | Star



4. Scroll to the bottom of the page and click on **Family Access**

### Family Access Promo

Welcome to the Family Access Portal. Northeast ISD is constantly working to improve its services to you--our parents and community. The Family Access commitment. The portal will get you access to the following resources:

- Grades
- Attendance
- Schedules
- Graduation Plans

But that's not all. The new portal also does the following:

- Provides multi-lingual support. You can now use the site in any of over 20 different languages!
- Online forms. Filling out forms just got easier. Many of the paper forms you receive from your schools will now be online and easier to fill out.
- Paperless report cards. Grade reporting is now paperless. This just doesn't save trees it saves you time with instant access to grades.
- Email Alerts. Get alerted for specific events for academics and discipline.

Go global. Look for the globe icon to access other resources like:

- KIN (Kids Involvement Network)
- MySchoolBucks.com to add funds to cafeteria accounts
- Immunization information
- And more...

You're included! If you have a student enrolled in NEISD then you already have a family access account. Look for your invitation to the portal in the comm contain your account information and login information along with the link to the website. If you don't receive an email in the first few days of school then

You can log in to Family Access by clicking on the link below:

[Family Access](#)



5. Input the Username and Password provided by the NEISD Help Desk

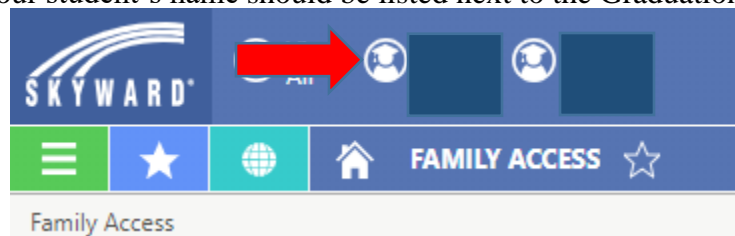
Username

Password

Sign In >

[Forgot your Username or Password?](#)

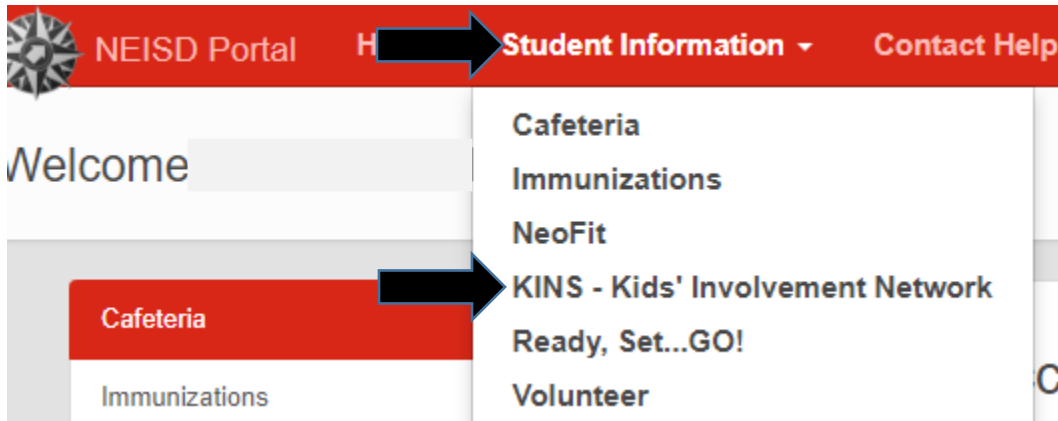
6. Once logged in, your student's name should be listed next to the Graduation Cap Icon



7. Click the Globe Icon to access the drop down menu, then select KIN



8. Click Student Information to access the drop down menu, then select KIN



9. Verify the Program listed is the campus your child attends, then click the Login button  
If the Program listed is NOT the campus your child attends, please contact the KIN Office at 210.407.0140 opt.1

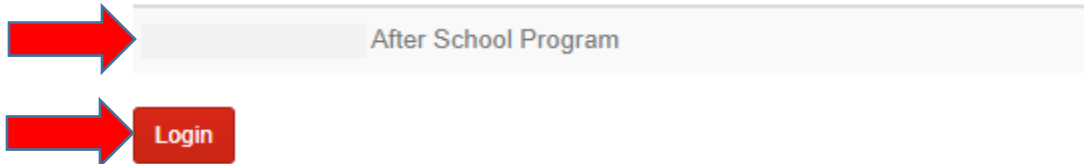
## KIN - Kids' Involvement Network

"Kids' Involvement Network will provide after-school enrichment activities and super positive members of the school and community."

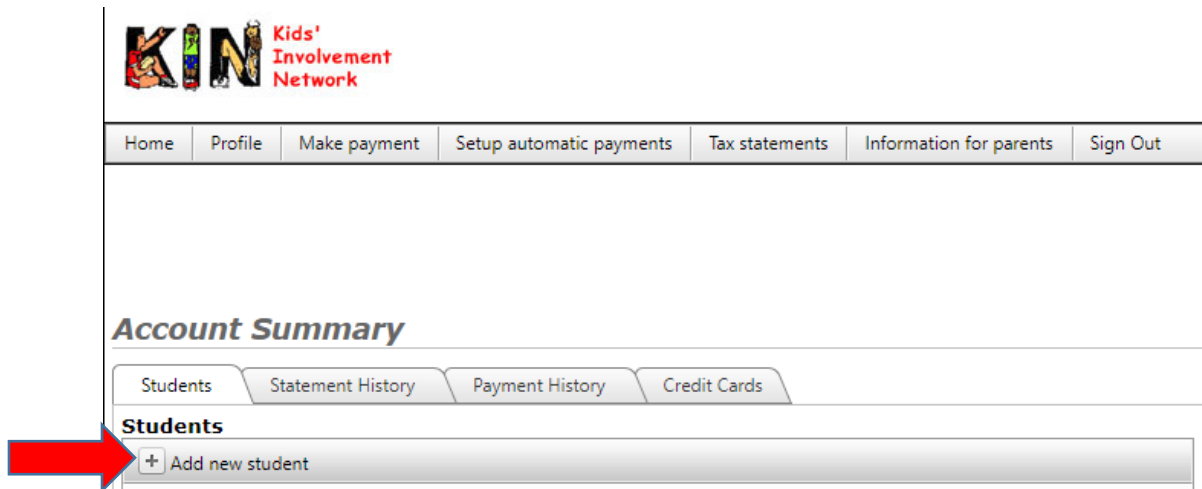
The Kids' Involvement Network is available at all district elementary schools and mic

To register a child in KIN or to view you account please click on the link below.

### Program




10. Upon login, you will be directed to the Account Summary page  
Click Add New Student




11. Click the arrow to access the drop down menu, then select:  
Yes, he/she is currently attending a NEISD school

**Is this child currently attending a NEISD school?**

[Choose One] 

[Choose One]

 Yes, he/she is currently attending a NEISD school

No, he/she is not currently attending a NEISD school

12. Complete all required fields for each parent/guardian, then click Save. If not applicable, indicate by clicking within the box to close the window. Please note, a Home Phone number is required—you may duplicate Cell/Work phone numbers.

**KIN - Kids' Involvement Network**

**What is the father's name?**  Student has no father or not applicable.

Choose One: Add a new contact

*The following fields define the contact's information. Changes made to the contact's information will update all students that are linked to this contact.*

First Name  Last Name  Birth Date

Home Phone  Work Phone  Cell Phone

*The following fields define how the contact relates to the student. Changes made to the following fields will affect the current student only.*

Relationship  Type

Parent/Guardian  Choose One

**What is the mother's name?**  Student has no mother or not applicable.

Choose One: Add a new contact

*The following fields define the contact's information. Changes made to the contact's information will update all students that are linked to this contact.*


First Name  Last Name  Birth Date

Home Phone  Work Phone  Cell Phone

*The following fields define how the contact relates to the student. Changes made to the following fields will affect the current student only.*

Relationship  Type

Parent/Guardian  Choose One

 Save

13. Legal Documents/Custody Order Paperwork must be submitted to the KIN office. Click Add New Contact to add additional authorized Pickup/Emergency Contacts. Please note, you must have a minimum of TWO authorized Emergency Contacts for each child enrolled in the Program. Answer all questions as related to the child you are registering for the Program, then click Save Student.

May KIN and/or NEISD photograph this child?

[Choose One] ▼

Can this child walk home from the KIN program?

[Choose One] ▼

*Legal Documents*

Are there any custody orders that limit access of any parent (or other person)?

[Choose One] ▼

*Contact Information*

Please add any emergency contacts and/or people authorized to pickup this child.

+ Add new contact							
	Name	DOB	Home Phone	Work Phone	Cell Phone	Relationship	Type
<a href="#">Edit</a>	<a href="#">Delete</a>	doe, john	1/1/2001	(000) 000-0000		Parent	Pickup/Emergency Contact
<a href="#">Edit</a>	<a href="#">Delete</a>	doe, jane	1/1/2001	(000) 000-0000		Parent	Pickup/Emergency Contact

*Medical Conditions*

Does your child require any special accommodations under ADA/504?

[Choose One] ▼

Does your child have any health concerns our staff needs to be aware of?

[Choose One] ▼



Save student

- 14. You will be redirected to the Account Summary page, click Enroll  
Note, you will only be eligible to enroll if your KIN Account has a \$0.00 balance

**Account Summary**

Students | Statement History | Payment History | Credit Cards

**Students**

You are eligible for registration in the 2019-2020 KIN Program.

+ Add new student

Student	Contacts Last Updated On
<b>Enroll</b>	



- 15. Select the School Year and Program  
You will only be able to select the Program at the campus for which your child is currently enrolled at

**Student Enrollment**

**Childs Name:**                      **Student ID:**

Select a school year to enroll in.

-- Choose One -- ▼

Select a program to enroll in.

-- Choose One -- ▼

16. Carefully read the Terms and Conditions of the Program

Click: I agree to the above Terms and Conditions, then click Enroll in Program

**Terms and Conditions**

*After registration of my child(ren), I agree to pay any registration fee attended. I understand and agree that should I wish to withdraw my participation. I also understand and agree that the payment schedule. Additionally, I understand and agree that Kids' Involvement Network I understand and agree to adhere to the policies and procedures outlined.*

**Finance Charges:**

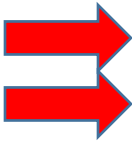
*If payment is not received in our office by the 5th of each month, or program if the account is delinquent after the 5th of the month.*

**Pickup Fees:**

*If your student is picked up between 6:31 and 6:40, a \$15 late fee (ren) will be withdrawn from program after three late pickups.*

**I Agree to the above terms and conditions.**

Enroll in program



17. You will be directed to the payment screen to complete the registration process.

Fees may be paid using a Discover, MasterCard, or Visa debit/credit card.

Registration fees are due at time of registration and are non-refundable.

Unpaid/Incomplete registrations are cancelled within seven (7) business days.

Once payment has been remitted, please contact the KIN office at 210.407.0140 opt 1. to confirm your child's start date in the Program.