

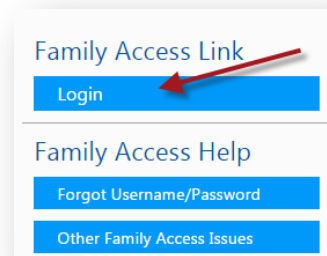
LCISD Summer School Registration & Payment

1. From the LCISD webpage (www.lcisd.org) click on the Family Access button on the top left corner of the page.

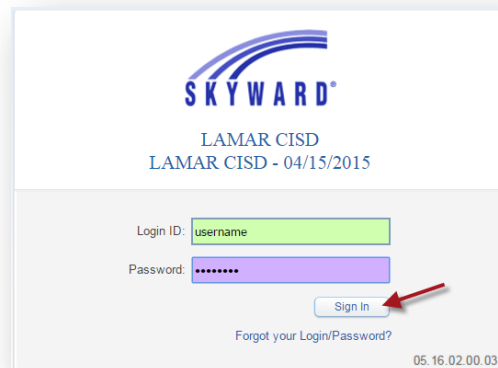


2. Click on the "Login" button on the right side menu.

If you have forgotten your username or password, click the "Forgot Username/Password" link and follow the directions on that page.

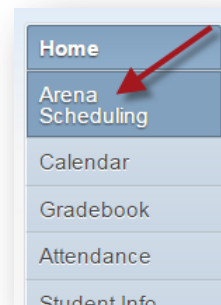


3. Enter your Family Access username and password and click the "Sign In" button.



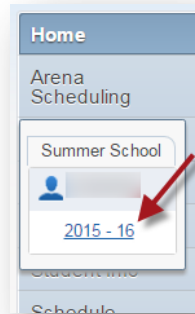
4. On the left side main menu, select the option "Arena Scheduling".

A pop up will appear showing the names of all students that qualify to take summer school classes.



- Under the appropriate student name, click on the current school year link.

The Arena Scheduling menu will open in the center of the screen.



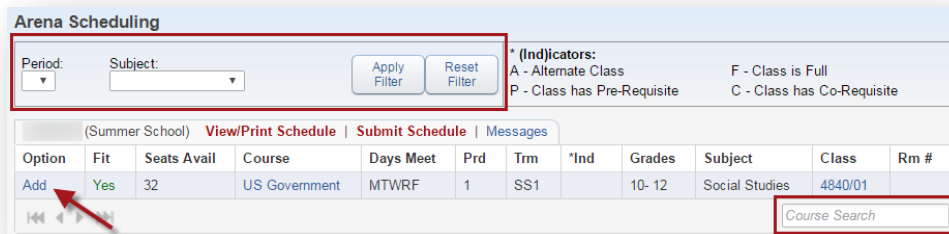
- You can filter by subject to find specific courses or scroll through the list of available courses. There is also a course search field in the bottom right corner of the screen.

Credit Recovery classes all begin with “CR” in the course title (ex: CR: English 1 A)

The “Fit” column specifies whether that course/section fits in your schedule.

The “Seats Avail” column specifies how many available seats that course/section has available.

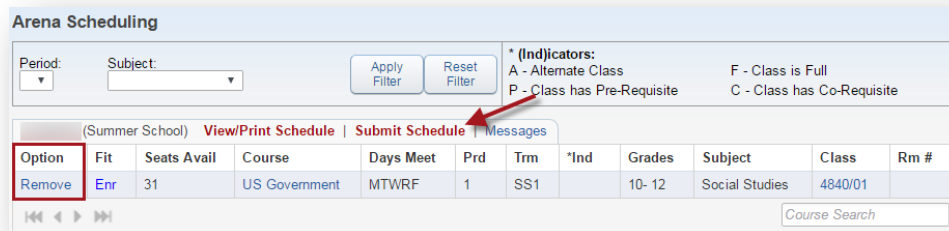
Once you have identified the course/section you would like to register for, click the “Add” button in the “Option” column.



- After the “Add” button is clicked, the screen briefly refreshes and the Option column changes to display “Remove” for that course/section. This can be clicked to remove that course/section from your summer school requests.

After all Summer School requests have been entered, click the “Submit Schedule” button.

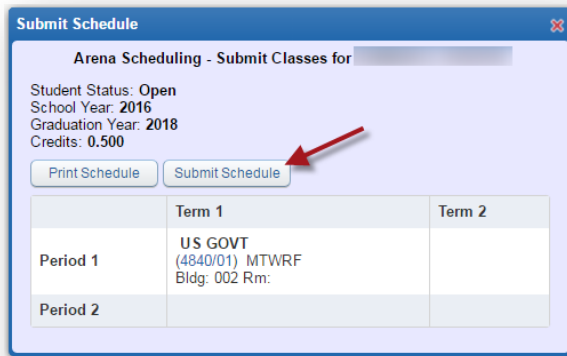
The “Submit Schedule” window will open.



8. If the requested courses are correct, click the “Submit Schedule” button in the “Submit Schedule” screen.

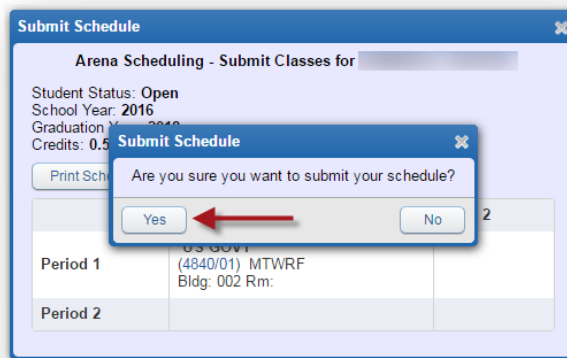
A confirmation window will open.

If the courses are not correct, click the red “X” in the upper right corner of the “Submit Schedule” window.

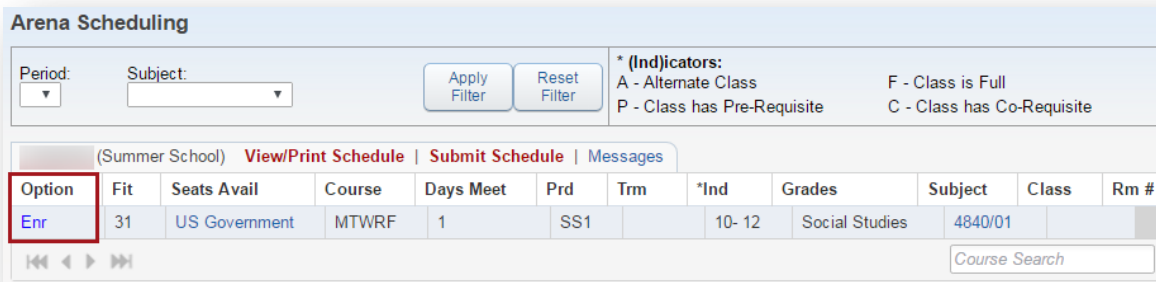


9. In the “Submit Schedule” confirmation window, click “Yes” if you are sure you want to submit your schedule.

The “Submit Schedule” window will close and you will return to the Arena Scheduling screen.

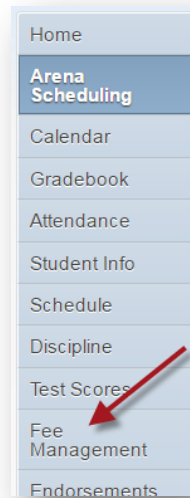


10. The Arena Scheduling screen will now show “Enr” for all classes in which the student is enrolled for Summer School.



11. On the left side main menu, select the option “Fee Management”.

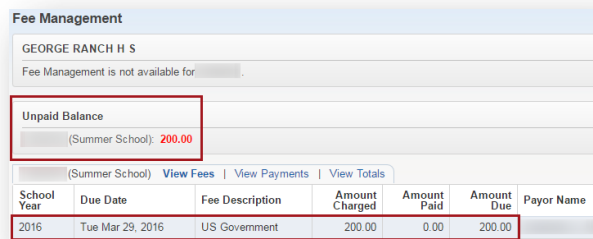
The Fee Management area will open in the center of the screen.



12. The Fee Management screen shows any balances due related to Summer School course requests. Only courses taken for original credit have an associated fee.

The top “Unpaid Balance” area shows the current balance owed to LCISD.

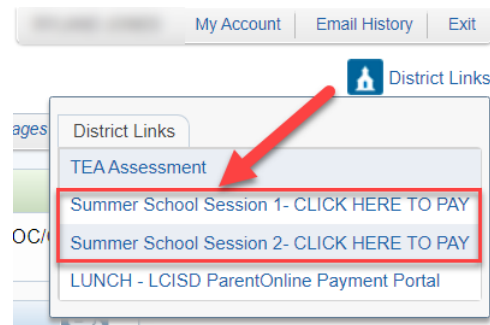
Summer School registration is NOT complete until all fees have been paid.



If no Summer School registration fees are due, you may stop here.
If Summer School registration fees are due, please continue to Step 13.

13. In the top right corner of the screen, hover over the “District Links” button and select the link for the Summer School Session which you are taking an original credit course.

The GoFan payment page will open.



14. Select the quantity of “tickets” you would like to purchase – 1 per summer school term.



15. Click the “Get Ticket” button.

You will then complete the purchase process through the GoFan site.



16. Summer School registration is complete once you have paid all course fees. The Family Access Fee Management page will be updated to show appropriate balance totals within 5-7 business days.

For any questions regarding summer school registration and fees, please contact your campus administration.