Accessing Summer OLAB Course Application
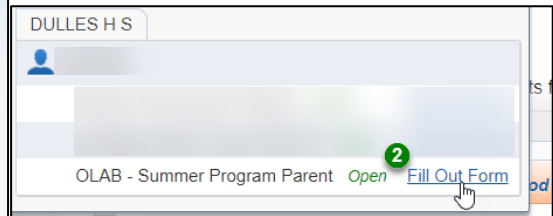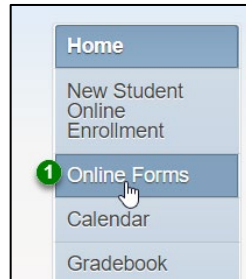
Introduction

Audience: Parents/Guardians
Purpose: To Access the Summer OLAB Course Application in Family Access.

Step 1

Login to Skyward Family Access:

1. Select- **Online Forms**
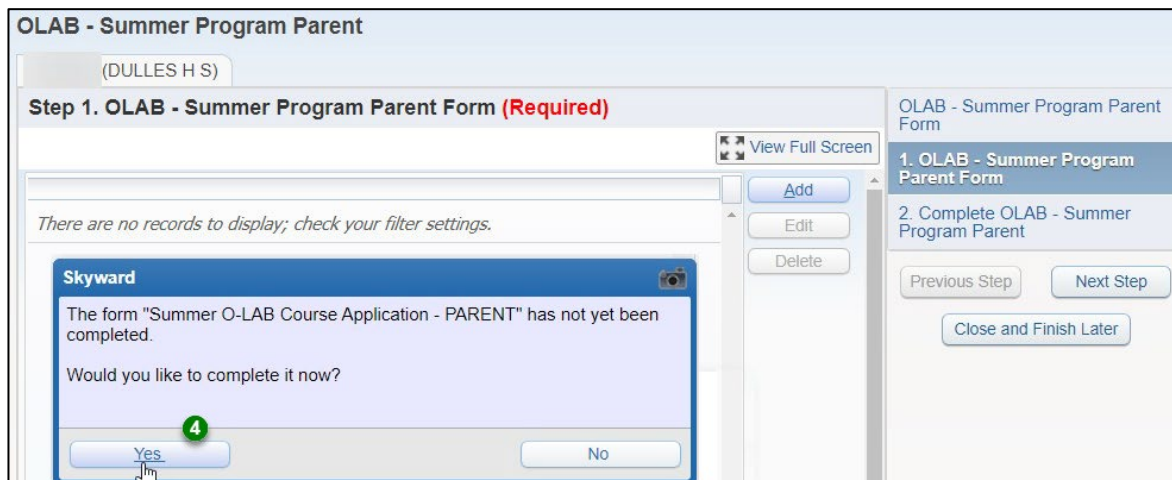2. Find the OLAB-Summer Program and select- **Fill Out Form**

Step 2

3. Read the directions and select- **Next**

4. Select- **Yes** on the following screen

Accessing Summer OLAB Course Application

5. Select- **View Full Screen** and fill out the required information

6. After completing the form, at the top select- **Complete Step 1 and Move to Step 2**

7. Select- **Submit OLAB – Summer Program Parent**

You will get a confirmation email with information on what will happen next

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NOTE

If you need to select more than one course do the following:

8. Select- **Mark OLAB - Summer Program Parent as not completed and make changes**

9. Select the link- **1. OLAB - Summer Program Parent Form**

10. At the bottom, select- **Edit Step 1**

11. Select- **Add**

12. Repeat **Steps 5-7**

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