



## Skylight Online Enrollment Process

- Access your Internet and type Skylight's address:  
**www.skylight.net/secure/ole/os\_login.asp** in your web browser window.
- **Login ID: parkuniversity**
- **Password:** You will set your password upon first login. Please select any four-digit number you would like.
- Click on **Login** icon to continue.
- Select the appropriate language icon, **English or Español**.
- Enter the requested information in the fields provided (entry format is indicated). The optional fields are denoted with an asterisk (\*). The entry format is indicated within the field.

**NOTE:** The name field should be completed with the full name (**first and last**).

Enter the **Social Security Number** in the field with 9 digits and **NO** dashes or spaces.

The **Date of Birth** field type the date as follows: MM/DD/YY (i.e. 04/26/1975).

The **Phone Number** should be entered as ###-###-####.

- Then select Submit.
- A new screen will appear the confirmation number.
- Select **Done**.
- Another confirmation screen will appear which will provide the confirmation number.
- Choose **Logoff** to exit the online enrollment process.
- Please call the **activation number** (located on the sticker that is attached to the front of the card) to activate your card by **choosing a PIN** (personal identification number).