

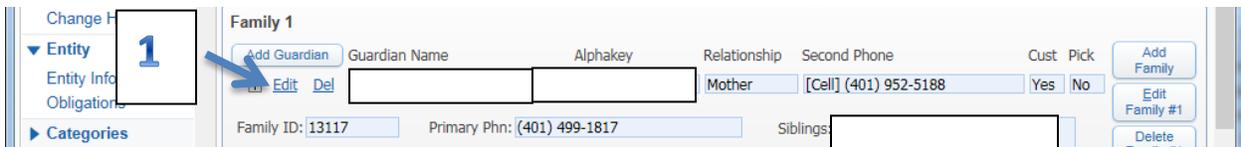
# Main Office Instructions for Family Access (For School Use Only)

In Skyward Family Access, parents or guardians will have the ability to see their student's specific school related information. Their accounts will be created in Skyward with a temporary password. Once in the system, they can change their password to something unique. However, from time to time users will not remember their password and will need to have it reset. Parents will be able to reset their password by clicking on "[Forgot Your Login/Password?](#)" Link on the Family Access Login screen. **Please follow the steps below if you are:**

- A) Adding Family Access for a New Student
- B) Resetting a Password for an Existing Family Account
- C) Entering a Missing E-Mail Address for a Parent

Logon to Skyward and go to **Students-Student Profile-Family Tab**

- 1) Click the "**Edit**" button next to the Parent/Guardian you are resetting the password for.



- 2) Make sure the box that states "Allow Family Access" is checked off.
- 3) In the **Additional Information** section, make sure the correct parent e-mail address is entered.
  - a. If you need to **Edit** or **Change** their e-mail address, click in the Home Email: field under **Additional Information**. Make all changes there.
- 4) Click on the **Save and Email Account Reset Link** on the right hand side. Skyward will then send a Reset Link to their e-mail account. When they click on the link, it will have instructions on how to change their password for Family Access.

