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.

| C | hange H | | Family 1 | | | | | | | |
|------------|-------------|---|------------------|-----------------|--------------|--------------|-----------------------|------|------|-----------|
| • E | intity 1 | | Add Guardian | Guardian Name | Alphakey | Relationship | Second Phone | Cust | Pick | Add |
| E | intity Info | T | Edit Del | | | Mother | [Cell] (401) 952-5188 | Yes | No | Edit |
| | bligation | | | Dime Dia (44 | | _ | | | | Family #1 |
| ► C | ategories | | Family ID: 13117 | Primary Phn: (4 | 01) 499-181/ | Sil | blings: | | | Delete |

- 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 <u>Home Email</u>: 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 <u>Reset Link</u> to their e-mail account. When they click on the link, it will have instructions on how to change their password for Family Access.

| | General Information | Save | | | | | | | | | |
|----|--|-----------------------|--|--|--|--|--|--|--|--|--|
| | * First: Middle: * Last: | Save and Email | | | | | | | | | |
| | Name Suffix: Name Key: | Account Reset Link | | | | | | | | | |
| | Date of Birth: 12/24/1974 Age: 40 Gender: | Back | | | | | | | | | |
| | Relationship: M Mother Image: Custodial Parent Image: Emergency contact Family ID:13117 Pick Up Pick Up | | | | | | | | | | |
| | | | | | | | | | | | |
| ÌÌ | Address Information | | | | | | | | | | |
| | Address | | | | | | | | | | |
| | Address History | | | | | | | | | | |
| | Distance from School 120: 105 miles | | | | | | | | | | |
| | Distance from School 139. 1.60 miles | | | | | | | | | | |
| | one Information | | | | | | | | | | |
| 2 | Primary Phone: (401) 499-1817 Ext: Category: Confidential Phone | | | | | | | | | | |
| 6 | ellular V (401) 952-5188 Ext: Category: V | | | | | | | | | | |
| | Ext: Category: | | | | | | | | | | |
| | Fax: | | | | | | | | | | |
| | | | | | | | | | | | |
| | Thily Access Information | | | | | | | | | | |
| | Allow Family Access Login: PSD.JSIVITIH Password: change2015 Generate | | | | | | | | | | |
| 2 | Force user to change their password at next login Do Not Allow Across to Online Registration & Decido Family Changes | | | | | | | | | | |
| 5 | 3a) Edit/Change E-Mail Addres | s here | | | | | | | | | |
| | ditional Information | | | | | | | | | | |
| | Race: | | | | | | | | | | |
| | Lan Lage Spoken: | | | | | | | | | | |
| | Cupation: | | | | | | | | | | |
| | Home Email: delron74@aol.com | Ň | | | | | | | | | |