

Quick Overview of the Family Access Homepage

Family Access Home Page

You may view all of your children's information at once, or select the little arrow to pick one child

Select any of these tabs to get more information on each area

The screenshot shows the Family Access homepage. At the top left is the SKYWARD logo. The main header includes 'Family Access' and a dropdown menu currently set to 'All Students'. To the right of the header are links for 'Parent Name', 'My Account', 'Email History', and 'Exit'. Further right is a 'District Links' icon. On the left side, there is a vertical navigation menu with tabs: Home, Ethnicity/Race, Gradebook, Attendance, Student Info, Food Service, Schedule, Fee Management, Skylert, and Login History. The main content area features a 'Post a message' input field. Below it, there are two student activity entries, each starting with a 'Student' label and an apple icon. The first entry is titled 'Payment made to Food Service Account' and dated 'Tue Nov 4, 2014 6:00pm', with a message: 'A payment of \$25.00 was made today, Tue Nov 4, 2014, to the Payor Account for [Student Name]. The current balance is now \$14.80.' The second entry is also titled 'Payment made to Food Service Account' and dated 'Wed Oct 1, 2014 6:00pm', with a message: 'A payment of \$30.00 was made today, Wed Oct 1, 2014, to the Payor Account for [Student Name]. The current balance is now \$29.00.' At the bottom of the main content area, there is a section for a teacher's post, labeled '(, Period 9)' and dated 'Fri Oct 3, 2014 4:28pm', with the text 'Your teacher may post information here'. On the right side, there is a section titled 'Upcoming Events' with the text 'Upcoming events will be listed here'.

Your 'wall' lists all of the activity on your account as well as any messages from your child/ren's teacher

Family Access Updating Contact Information & Student Information

Family Access
All Students

Parent Name My Account Email History Exit

District Links

Home
Ethnicity/Race
Gradebook
Attendance
Student Info
Food Service
Schedule
Fee Management
Skylert
Login History

You have unread messages

Post a message

Student

Payment made to Food Service Account
Tue Nov 4, 2014 6:00pm
A payment of **\$25.00** was made today, Tue Nov 4, 2014, to the Payor Account for [Student Name]. The current balance is now **\$14.80**.

Student

Payment made to Food Service Account
Wed Oct 1, 2014 6:00pm
A payment of **\$30.00** was made today, Wed Oct 1, 2014, to the Payor Account for [Student Name]. The current balance is now **\$29.00**.

Period 9)
Fri Oct 3, 2014 4:28pm
Your teacher may post information here

Upcoming Events

1. Select Skylert

Skylert connects to School Messenger for our automatic calling system. It is critical that we have this information for our emergency notification system (for example, closing of school) as well as general information (reminders of early dismissals). Please make sure this information is complete and accurate.

Home
Ethnicity/Race
Gradebook
Attendance
Student Info
Food Service
Schedule
Fee Management
Skylert
Login History

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

My Skyward Contact Info

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: <input type="text"/>					
Family With Eric, Ricardo:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone: <input type="text"/>					
Family With Eric, Ricardo:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone: <input type="text"/>					
Family With Eric, Ricardo:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Home Email: <input type="text"/>					
Family With Eric, Ricardo:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Contact Info for Family With Eric, Ricardo

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Phone 1: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Phone 2: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Phone 3: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email Addresses	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Email 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Email 2: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Phone 1: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



Make sure to save your changes.

*Typically you can click on any words in blue to bring you to that information

The screenshot shows the Skyward Family Access interface. At the top left is the Skyward logo and 'Family Access' text. A search bar is present. On the right, there are links for 'My Account', 'Email History', and 'Exit'. Below these is a 'District Links' icon. A left-hand navigation menu includes: Home, Gradebook, Attendance, Student Info (highlighted), Food Service, Schedule, Fee Management, Skylert, and Login History. The main content area is titled 'Student Information' and contains a student profile for Troy Middle School. The profile includes fields for Home email, Call phone, Address, Grade (08), Locker, Gender (Female), Language (Portuguese), Age (13), and Graduation Year (2019). A 'Request Changes for' button is circled in red. A red arrow points from this button to a dropdown menu that lists: Student Information, Family Address, Family Information, Emergency Information, Add Emergency Contact, Health Information, View History, and View Unread Denials.

3. Click on Request changes

Please select each of these tabs to complete and verify the information contained within the tabs. The contact information is EXTREMELY IMPORTANT in the event that we need to send out a School Messenger message in the event of an emergency (for example an emergency school closing)

Please make sure all of the field are completed – especially the areas with a red box around it or an asterisk *

Student Information for

General Information

* First: Middle:

* Last: Suffix:

* Birthday: Gender: Female

Language: Portuguese Race: White

Native Language: Portuguese

Home Phone: (815) Ext:

School Email:

Birth County: Cook

Birth State: IL - ILLINOIS

Birth Country: USA

(*) Indicates a required field.

Save

Family Address for

Address Preview Address

Street Number: Street Dir: Street Name:

SUD: #: P.O. Box:

Address 2:

Zip Code: 60404 Plus 4: City/State: Shorewood, IL

County:

Mailing Address Same as Address

Street Number: Street Dir: Street Name:

SUD: #: P.O. Box:

Address 2:

Zip Code: Plus 4: City/State:

Save

Make sure to save your changes.

Additional areas of information to complete to help us keep your child safe as well as keep us in contact with you.

- Request Changes for
 - Student Information
 - Family Address
 - Family Information
 - Emergency Information
 - Add Emergency Contact
 - Health Information
 - View History
 - View Unread Denials

Health Information for

Health Problems:

Allergy Notes:

Medication Notes:

Hospital Notes:

Vision Notes:

Hearing Notes:

Other Concerns:

Save

Emergency Information for

Critical Alert Information

Last Name, First

Physician:

Dentist:

Hospital:

Insurance:

Policy:

Save

Add Emergency Contact for

Contact Number:

Primary Phone: Ext:

*First: Ext:

Middle: Ext:

*Last:

Pick Up:

Relationship:

Comment:

(*) Indicates a required field.

Save

Make sure to save your changes.

Family

This information can be changed under 'Family Information'

Family with

Address:

Mailing Address:

Primary Phone:

Home Language: Portuguese

Family ID: 4

Guardian	Second Phone	Third Phone	Home Email	Employer	Custodial?
(Mother)	(Cell)				No
(Father)	(Cell)	(Work)			No