



### **Family Access-Skyward Instructions**

*FAMILY ACCESS*, our student administrative software from Skyward, enables us to provide you, over the Internet, the following student information: Daily Progress, Attendance, Schedule, Food Service Account Information, Quarterly/Semester Grades, your student's basic Demographic Information, and the ability to turn on Email Notifications.

#### **To connect to Skyward Family Access:**

Click on the "Skyward Family Access" button on any of the school's home pages. The Skyward Family Access Login Screen should appear.

Enter your Family login ID and Password. If you lose your ID and/or Password, please call the main office of the school your child attends.

Click on the "Enter" button.

This will take you to the main Skyward Family Access screen. Near the top in the middle will be your child's name. If you have more than one child, their names can be seen by clicking on the arrow to the right of the name. A drop down box will display their names. The default information displayed is a history of the information accessed at the last login.

#### **To access attendance information:**

Click on the "Attendance" button on the left side of the screen. The current month's calendar will be displayed with symbols displayed on the days your student was absent. A definition of the symbol is given at the bottom of the screen.

#### **To access your student's schedule at the middle or high school:**

Click on the "Schedule" button on the left side of the screen. Your student's current schedule is displayed on the "Current" tab. Once course requests are put in for next year you can view them under the "Next year" tab.

#### **To access food service information:**

Click on the "Food Service" button on the left side of the screen. A summary of your family account is displayed.

#### **To access the demographic information that we have on file:**

Click on the "Student Information" button. The "Demographic" tab will list basic information on your student.

Click on the "Family" tab to view your family information.

**To access the email notification:**

Click on “My Account” on the top right of the page. You can turn on notifications for attendance, food service balance, grading and progress reports.

Click “Save”.

**To access your student’s daily progress at Oak Harbor Public Schools:**

Click on “Gradebook.” Your student’s classes will be displayed with the current grade for each class.

Click on the underlined grade to see the assignments that make up that grade.

**To exit:**

When you are finished using Skyward Family Access, logout of the system by clicking on the “Exit” button in the top right corner.