

Changing Your Family Access E-mail

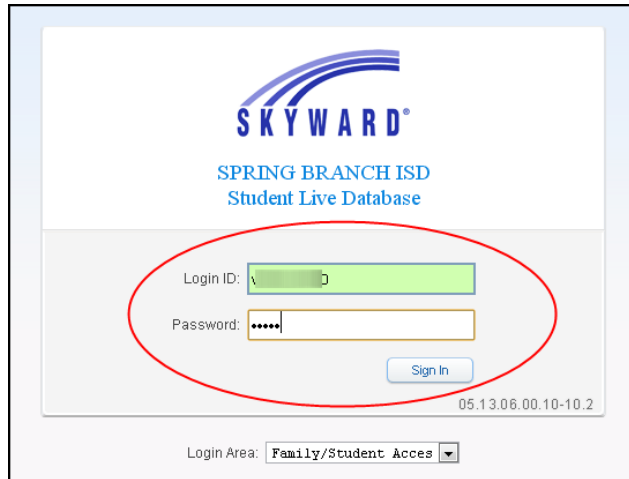
Objective: How to change your Family Access e-mail.

You will now be able to change the e-mail address that is stored in your Family Access account.

*Note: Only **parents** will be able to change their Family Access login, password and e-mail. Students will **not** be permitted to change their Student Access password, login and e-mail. All SBISD staff who have Family Access accounts should **not** change their logins or passwords.*

Access Your Account Information

1. Log into Family Access with your current login and password.



SKYWARD®
SPRING BRANCH ISD
Student Live Database

Login ID:

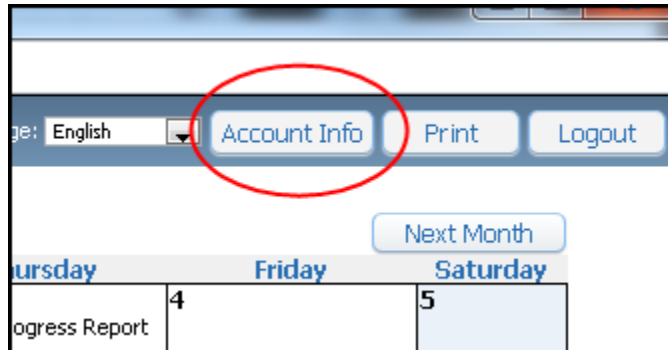
Password:

Sign In

05.13.06.00.10-10.2

Login Area: Family/Student Access

2. Click the **Account Info** button.



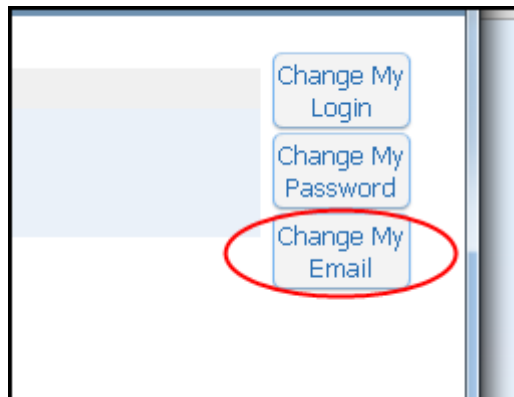
Language: English

Account Info Print Logout

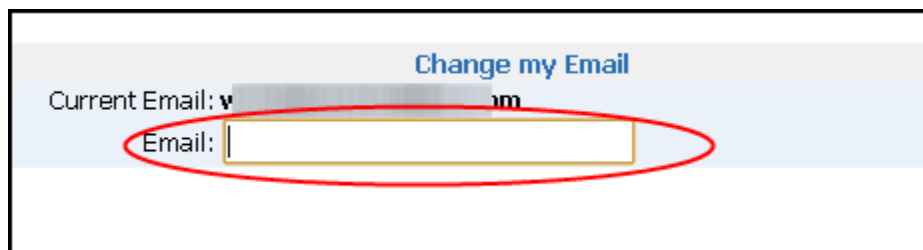
Next Month

	Thursday	Friday	Saturday
Progress Report	4		5

3. Click the **Change My E-mail** button.



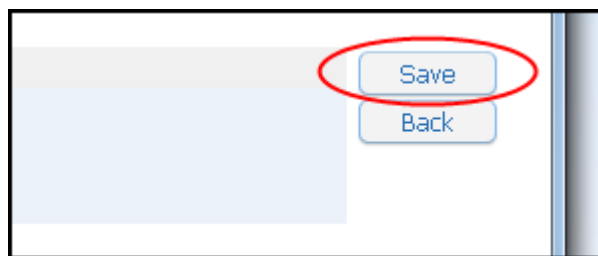
4. Remove your current e-mail address from the **E-mail** box.



5. Enter the new e-mail address you would like to use.



6. Click the **Save** button



7. Your e-mail has now been changed.

Email address successfully changed. A confirmation email was sent to the new email address.

8. You will receive a confirmation e-mail at your new e-mail address stating that the e-mail address for your Family Access account has been changed.

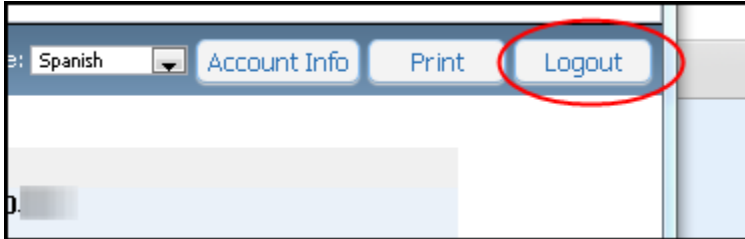
Family Access Email Change Confirmation

From: "do.not.reply@springbranchisd.com" <do.not.reply@springbranchisd.com> [Add to Contacts](#)
To: [redacted]@yahoo.com

This email was sent to confirm a change to [redacted] s email address within Family Access.

After Changing Your Account Information

1. You may remain in Family Access and view any of the available information if you wish. When you are finished, click the **Logout** button.



2. The next time you log into Family Access, use your new login/password.

Note: If you forget your Family Access login or password, you will need to contact your child's campus to obtain the login/password.