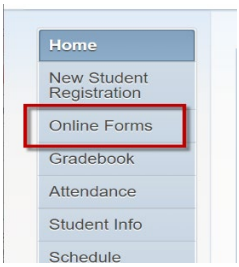
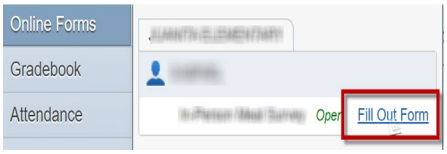
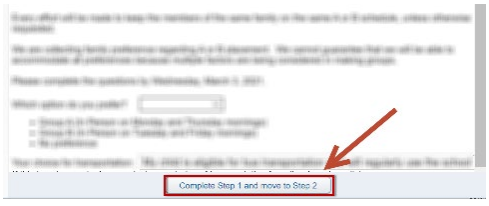
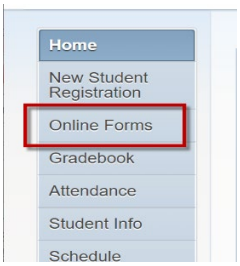
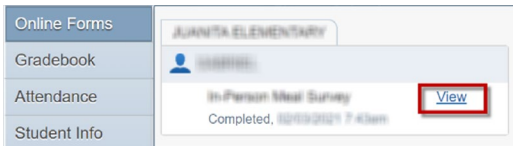
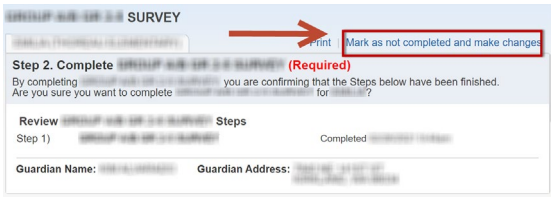
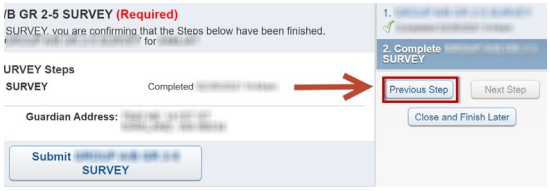
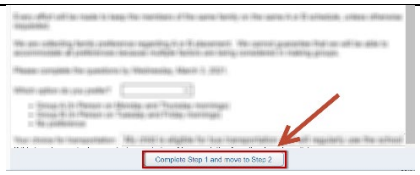
FAMILY ACCESS GUIDANCE
Completing Online Surveys

1) **Login to Family Access by visiting the Skyward Login Page** Note: If you forgot your username and password click on the "Forgot your Login/Password?" link on the Skyward login page. Enter your email address when prompted and you will receive an email with your login (username) and a link to reset your password. Note: Videos on how to login to Family Access and reset your password are available on the Family Access Help Page.	
2) **Select "Online Forms" from the left menu to access the survey.**	
3) **Select "Fill Out Form" on the survey you need to fill out.** Note: Only students that have an applicable survey will appear in the choices. Note: If you don't see the survey please make sure you are in the Family Access account and not the Student Access account.	
4) **Answer the survey questions.**	
5) **Select "Complete Step 1 and move to Step 2" which is towards the bottom of the page.**	
6) **Click the Submit Survey button.**	

There may be a time when you need to modify a survey you already completed. Please use the following steps to change or update your survey selection.

1) Select "Online Forms" from the left menu to access the survey.	
2) Select "View"	
3) Select "Mark as not completed and make changes"	
4) Select "Previous Step"	
5) Select "Edit Step 1"	
6) Make the necessary changes to your answers.	
7) Select "Complete Step 1 and move to Step 2"	
8) Click on the "Submit Survey button"	