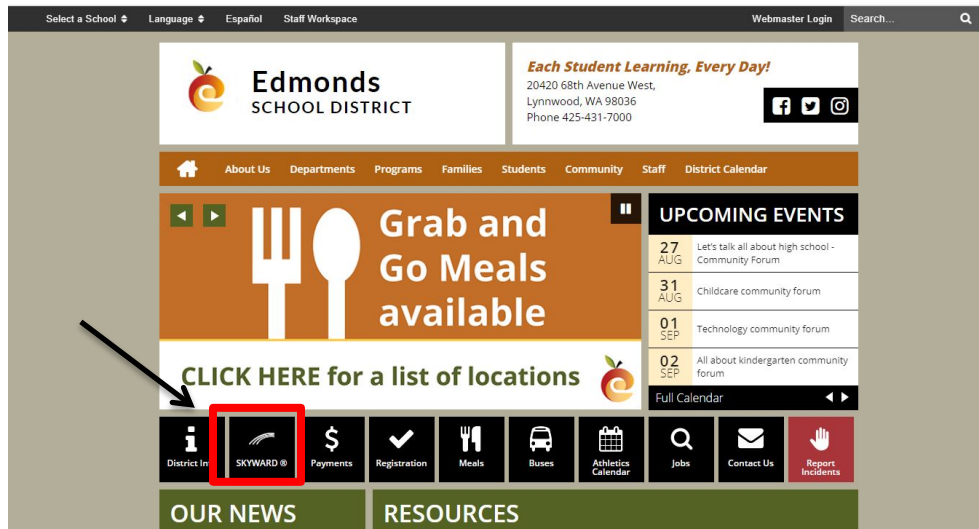


## Family Access – How to Login and Navigate through Skyward Family Access

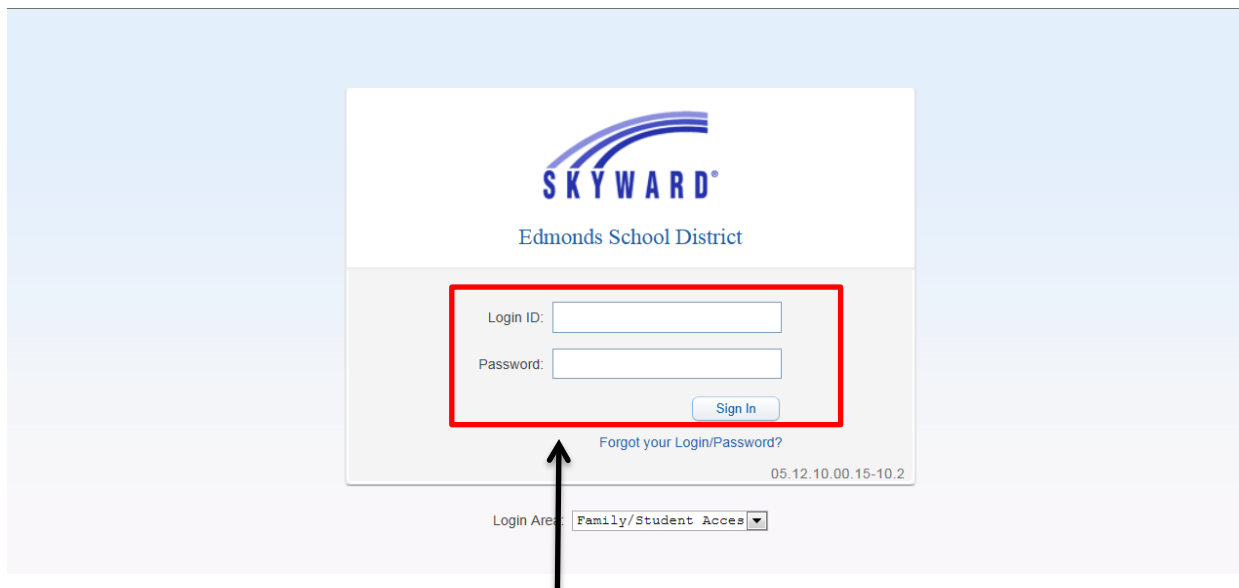
This document will walk you through how to Log in to Family Access and how to navigate and view information for your students such as Attendance, Scheduling, Gradebook, Message Center and General Student Information.

### Logging in to Family Access

On the Edmonds School District website select the link for Family Access. [www.edmonds.wednet.edu](http://www.edmonds.wednet.edu)



Once on the Skyward Login Page you will need to know your Login and Password. The school office can help you with your Log in and Password if you do not know it. Both Guardians and Students have their own password set to get in.



Enter your Login ID and Password and Select Sign in.

Passwords must be 12-16 characters long.

Once signed in there is variety of helpful information that can be viewed depending on the options that the School has decided to display. Displays will be different for Elementary, Middle, and High Schools and could vary from school to school.

- The Family Access and Student Access screen are divided into the following four areas: Applications, Student Info Bar, Information Wall and Calendar.

The screenshot shows the Skyward Family Access interface. At the top left, the Skyward logo is displayed. The main header area includes 'Family Access All Students' and a 'Student Info Bar' containing 'My Account', 'Contact Us', and 'Exit' links. A 'District Links' icon is also present. On the right side, there is a 'CALENDAR' section titled 'Upcoming Events' with a 'Calendar' link. The main content area is the 'Information Wall', which displays several notifications. The first notification is about an online form for the Student Intent Form 2020-21. The second notification is about a Food Service Eligibility Letter. Below these, a student profile for Erica Morgan (GRADE 2 / 02, Period 1) is shown, with a notification about getting help buying groceries while schools are closed. On the left side, there is a vertical menu of 'Application Tabs' including Home, Online Forms, Calendar, Attendance, Student Info, Busing, Food Service, Schedule, Test Scores, Fee Management, Report Cards, Skylert, Health Info, and Login History. A red box highlights the 'Report Cards' tab, with an arrow pointing to it and a text box that says 'Looking for a report card – click here -'. Another red box highlights the 'CALENDAR' section, with a text box that says 'The Calendar area lists Upcoming Events based on the student that is selected in the Student Information Bar. Most schools do not use the Skyward calendars full functionality and please be advised to check the appropriate school directed calendar for complete calendar information.'

The **Application Tabs** on the left side of the screen allow you to access the different applications that your school has made available to you. To access an application, click the application name on the left side of the screen.

The **Student Information Bar** is located at the top of the screen. It contains your student's names, the name of the person signed in and links that allow you to view or change your account information, contact district staff and sign out. As a guardian you can view information for one student or all students in your family. The student selection you make in this area affects the information you see in each application. Students will only see their information.

The **Information Area** changes depending on which application you select. When you first sign in to Family or Student Access, you are on the Home application. From the Home application, the Information Wall may include, but is not limited to, messages from district administrators and teachers.