Getting Acquainted With Family Access

**Step 1:** Go to the OPRFHS Home page at [http://www.oprfhs.org](http://www.oprfhs.org) and click on “Family Access/Skyward” under “Quick Links” as shown here.

**Step 2:** You will get a login screen like the one to the right. Please type in your Login ID and password and click “Sign In”.

After you log in, you can change your password by clicking on “My Account” in the upper right corner. To change your password, click on the “Change Password” button. Enter your current password. Enter your new password twice and click the “Save” button.

Click on “Calendar” on the left side. You will see important dates and assignments:

If you have more than one student, choose the student you wish to view from the drop-down list.

Important dates are listed here.
Click on “Schedule” on the left side. You will see your student’s schedule, either by day of the week or by term:

![Schedule](image)

Click on “Attendance” on the left. You will see a calendar of periods absent and periods tardy:

![Attendance](image)

You can request an absence by clicking here.

Click on “Gradebook” on the left. You will see a schedule of classes, along with teachers and current grades:

![Gradebook](image)

You can click on a grade to see which assignments make up that grade.

Click on “Food Service” on the left. You will see your student’s lunch account balance, purchases, and payments. You can also add money to your student’s lunch account using the “Make a Payment” link:

![Food Service](image)