

## Configuring the Skyward Mobile App for Qmlativ

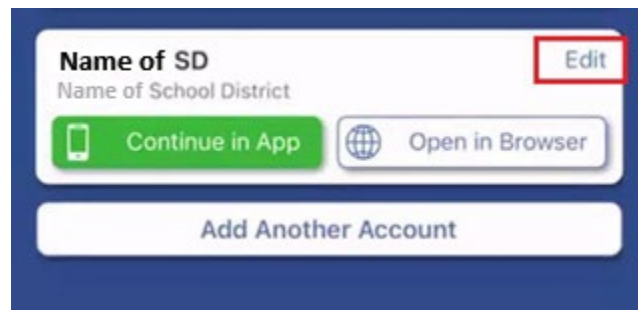
Welcome to Qmlativ!

Users that have not installed the Skyward Mobile App can do so through the App Store on your device.

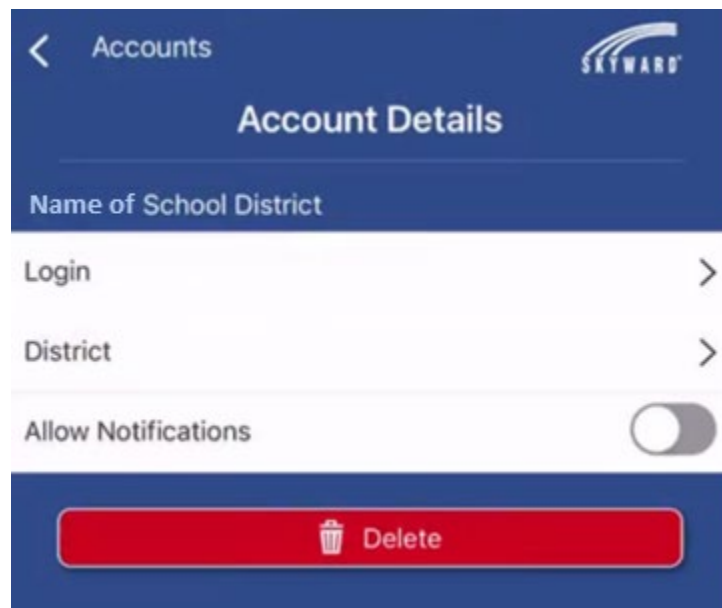
- **To add an account in the Skyward Mobile App, begin at Step 5.**

Users with the Skyward Mobile App currently installed on a device should follow the instructions below to remove the account that was associated with an SMS account and add in an account associated with Qmlativ.

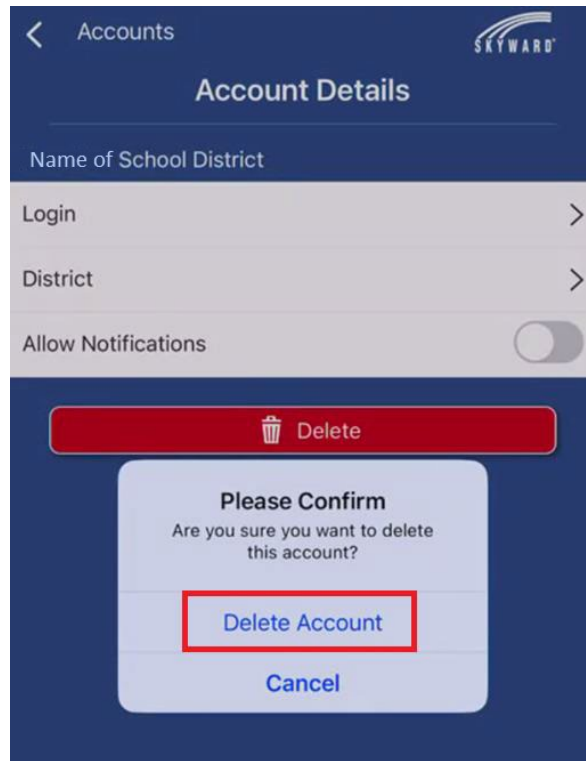
1. Open the Skyward app on your phone. Click **Edit**:



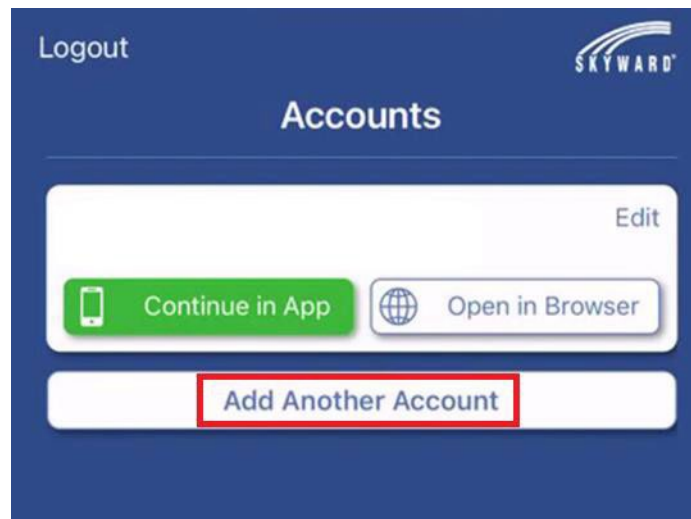
2. Click **Delete**:



3. Select **Delete Account**:



4. Click **Add Another Account** (if you don't see this screen, skip to Step 5):



5. In the search field next to the magnifying glass, type the name of the District to add and select the option that begins with "Wsipc- "

The screenshot shows a form titled "Locate Organization" with three tabs: "Name", "Current Location", and "Postal Code". Below the tabs is a search field with a magnifying glass icon and the placeholder text "Name of District". A yellow arrow labeled "1" points to this search field. Below the search field, a search result is displayed: "Wsipc- Name of School District" followed by "City, WA" on the next line. A second yellow arrow labeled "2" points to this search result.

6. Lastly, enter the following information:
  - a. **Username** - Type your Skyward username.
  - b. **Password** - Type the password related to your Skyward username.
  - c. **Account Description** - A description is automatically added. If desired, the Account Description can be customized.

The screenshot shows a mobile app interface for adding an account. At the top, the status bar shows the time 8:22, signal strength, Wi-Fi, and 100% battery. The app header is blue with a back arrow, the text "Locate Organization", and the Skyward logo. The main content area is white and contains the following elements:

- Title: "Add Account"
- Organization name: "Wsipc- Name of School District"
- Section header: "Enter Username & Password"
- Fields:
  - \*Username: A text input field.
  - \*Password: A text input field with a "Show" button to its right.
  - \*Account Description: A text input field.
- Buttons:
  - A green "Add Account >" button.
  - A link: "Forgot Username or Password?"

At the bottom, there is a navigation bar with two icons: "Accounts" (a person icon) and "Settings" (a gear icon).

If you need to identify your username or reset your password, please click on "Forgot Username and Password?," and follow the prompts.