



METROPOLITAN SCHOOL DISTRICT  
**LAWRENCE TOWNSHIP**

## Skyward Parent Access – Login Guide and FAQ

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### Q: How do I login to Skyward Family Access?

- Visit the LT website: [Parents - Metropolitan SD of Lawrence Township](#)
- Parents must enter a Username and Password in the available fields and then select the green 'Sign In' button.

METROPOLITAN SCHOOL DISTRICT  
ACHIEVEMENT  
SERVICE  
INTEGRITY  
LAWRENCE TOWNSHIP

LAWRENCE SCHOOL DISTRICT

Username  
TRAINQML0000

Password  
..... Show

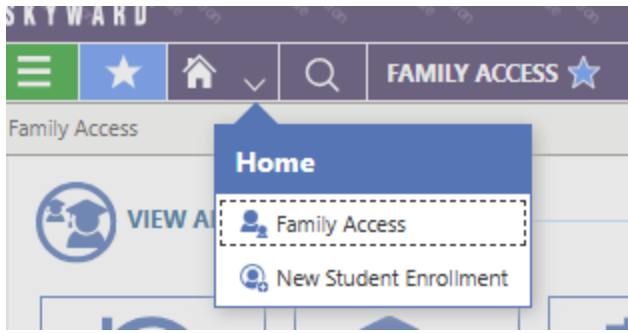
**Sign In >**

[Forgot your Username or Password?](#)

OR

Sign In with Single Sign-On (Azure)

- Once logged in, parents should see FAMILY ACCESS or NEW STUDENT ENROLLMENT in the upper left.
- Family Access is where parents can view grades, Report Cards and other information about their currently enrolled student(s).
- New Student Enrollment is available to all Guardians to enroll additional students in the District.



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**Q: I don't know my Username; how do I find that information?**

- Reach out to your school's front office and request your Skyward Family Access Username. Staff will send an email to the address linked to your Guardian account in Skyward, which includes your username and a link to reset your password.
- The email will have the subject "Family Access Account Information"

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**Q: How do I reset my Skyward Password?**

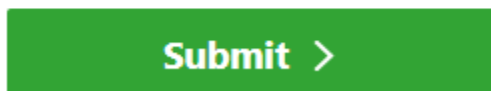
- Visit the LT website: [Parents - Metropolitan SD of Lawrence Township](#)
- Choose Skyward > Enter Skyward
- At the login screen, select 'Forgot Username or Password?' below the green Sign In button



[Forgot your Username or Password?](#)

- Enter your Username or Email Address in the field and select 'Submit'.

Username or Email Address



- You will receive an email with the subject "Recover Username or Password" that contains your Username and a link to reset your Password.
- Check your Spam or Junk folders if you do not receive the email.

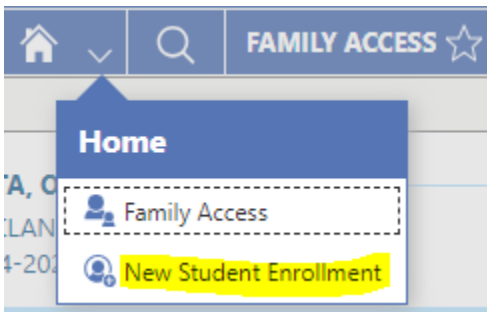
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**Q: What if I haven't received the email to reset my Skyward Password?**

- Contact the front office of your school and provide them with the following information. This will be used to open a help desk ticket.
    - Student Name | Parent Name | Parent email | Parent phone
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**Q: How do I swap access between Family Access and New Student Enrollment?**

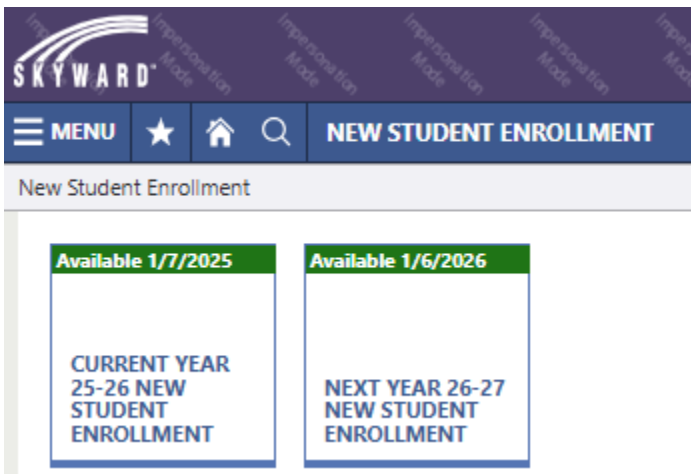
- Use the drop-down arrow next to the House icon in the upper left to swap Access.



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**Q: What if I don't have Family Access? What if I only see New Student Enrollment? (drop-down arrow is missing)**

- Contact the front office of your school and tell them you are missing Family Access in Skyward.
- If the Front Office is unable to resolve your problem, provide them with the following information. This will be used to open a help desk ticket.
- Student Name | Parent Name | Parent email | Parent phone



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**Q: Why am I unable to see all my students?**

- Contact the front office of your school and provide them with the following information. This will be used to open a help desk ticket.
  - Student(s) Name | Parent Name | Parent email | Parent phone

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**Q: What if I receive a System Unavailable message?**

- This likely means you are attempting to access Skyward from an old or incorrect login page.
- Please visit the LT website: [Parents - Metropolitan SD of Lawrence Township](#) to access the correct URL

