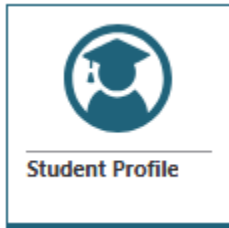


## Skyward Family Access – Guardian Phone or Email Change Request

Guardians can submit a request to update their phone number or email address associated with their Family Information in Skyward.


1. Login to Skyward Family Access.
  - a. Visit the LT website: [Parents - Metropolitan SD of Lawrence Township](#)
2. Click the 'Student Profile' tile on your



3. Under your student's photo you will see YOUR FAMILY INFORMATION with an Edit button. Select the Edit button.

**YOUR FAMILY INFORMATION**  Edit

4. Enter the new email address or phone number for the Guardian to be updated. Confirm the updated email address or phone number.
  - a. All Guardians in a Family have the ability to update each Guardians phone and email.
  - b. The Guardian Phone 1 is the Primary Family Phone Number.
5. Save
6. Guardians will see 'Changes Pending' until the change request has been processed by the front office staff.

 Changes Pending