



South Shore School District

Skyward Family Access



Instructions for Users

To access [Skyward Family Access](#) go to www.sshore.org > *Students & Families* > *Skyward Login*
Or go to <https://skyward.iscorp.com/p12edusouthshorewi/web/skyportlogin.w>

Username and Password

Username is your first name and last name, with a period in between (all lowercase, no spaces).

For example: Cathy Cardinal's username would be cathy.cardinal

The first time you log in, your account will have a default password: 12345678

If you log in with the default password, you will be prompted to create a new password.

If you forgot your password, click on "Forgot Username/Password" and you will receive an email with a link to reset your password. If you do not receive an email, contact Darienne McNamara, Administrative Assistant, at dmcnamara@ssshore.k12.wi.us or 715-774-3159.

Navigation Menus

At the top of the page, it will show your child's name. If you have more than one child in school, click the drop-down menu beside the child's name to toggle between each child's profiles.

On the left side of the page, you will see a navigation menu. Each section is described below.

Returning Student Registration

This section will be visible in late summer and fall. Parents are asked to log in and complete all steps to register each student for the new school year. As each step is completed, a green checkmark will appear in the list on the right. After you're done, click on *Complete Returning Student Registration* and watch for a verification email that your child has been registered successfully.

- **Emergency contacts:** if an emergency contact has already been entered in the Skyward system as the parent/guardian of a current or former student (ex. if grandma is an emergency contact, and mom or dad attended South Shore as a student), users will not be able to change that person's contact information. To update contact info for a former parent/guardian, please contact the district office at 715-774-3159 or dmcnamara@ssshore.k12.wi.us.
- **Household Income Form:** under the list of children in the household, you may see other children who no longer live in the home such as former foster children or exchange students (will no longer appear after they have reached graduation age). Even if you delete them, their names will reappear after you complete this step. The district is aware of this issue. *Please do not count children as household members under Section II unless they currently live with you.*

Calendar will show assignments and absences for each day.

Gradebook lists all classes in which your child is currently enrolled, the period and time of day for each class, teacher, grades for each topic/assignment, and overall grade for the term. Each column represents a grading term (Q1, Q2, Q3, Q4). Grades are not final until report cards are printed.

PRO TIP
Skyward works best
on a computer.
Some functions do
not work on phones.

- **Classes:** use the drop-down arrow on the left side of each class to view grades for individual units and assignments. Click on each subject or assignment to see more info.
- **Missing Events/Assignments** appear in red at the top of the page; each assignment/event lists the teacher, subject, and due date.

Attendance lists all recorded absences by date, along with the classes/periods missed, and the reason for the absence (ex. doctor appointment, vacation, co-curricular activity, etc.). On the right-hand side, there are charts showing total days missed for the current term and total year-to-date. If the charts do not appear, click the *Show Charts* link in the upper right corner.

Student Info shows information such as family contact info, address, emergency contacts, and critical alert information such as allergies. Click on *View STUDENT's Family* (student's name will appear in the link) to see more student info. If any information needs to be updated, please let the district know.

Food Service has a link to the district's nutrition services website where you will find current menus and food service policies. Because our district does not collect payments for food service, this section has limited use.

Schedule lists all classes for the student including class name, length of the class (ex. year or semester), class period, day and time, teacher, room number, and credits earned. If a teacher's name is underlined in blue, you may click on the teacher's name to obtain the teacher's email address. At the top of the schedule screen there are different options to view your child's schedule.

- **Display Options:** use the blue link at the top of the schedule to toggle between the current *term*, *current year*, or *next year's schedule* (if available).
- **View:** click on the drop-down menu to see classes arranged by weekday, or listed by term.

Discipline lists disciplinary reports.

Activities lists co-curricular activities for the student. The default screen shows activities for the current year. A link in the upper right allows you to *View Activities from Prior Years*.

Academic History lists all grades for your child for each year they have attended South Shore.

Direct Admit Wisconsin offers high school families the option to opt in/out of data sharing with the Universities of Wisconsin for the Direct Admit program (more information [online](#)). Elementary student profiles will show a message indicating this program is "not available" until they reach high school.

Portfolio generates a pdf showing email addresses on file for the student's parents/guardians. *Note: this section may not appear for some users.*

Health Info displays immunization records on file for your child/ren.

Login History displays each instance that someone has logged in, and which sections (Areas) were viewed. Both staff and parents/guardians will be able to see who has logged in.

E-mail Notifications are available with options to customize them for each person. To view options or setup email notifications, click on *My Account* in the ribbon at the top of the page. You will see options to receive daily attendance notifications, weekly grading notifications, and/or progress reports on a daily, weekly, or monthly basis. Be sure to click **Save** in the upper right after making any changes.