



USERNAME: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

Please allow up to 3 School Days for Account Activation.

## GETTING STARTED

To begin using Skyward Family Access, you will need:

- A computer connected to the internet
- A web browser (Firefox 1.5+, Internet Explorer 5.5+ or Safari 1.2+)
- **Any pop-up blockers disabled**
- Your Skyward Family access username and password (above)

Open your web browser to: [www.ecasd.K12.wi.us](http://www.ecasd.K12.wi.us) and click on the **Parents** menu. Choose Skyward Family Access. This link will take you to a login screen to enter your username and password.

## FIRST TIME LOGIN

The first time you login, use the username and password provided above. Once you have logged in, you will see a page asking for your email address. Click the CHANGE MY EMAIL button, enter your email address and password and click save. **Be sure to provide your email address as it will allow you to retrieve your password should you forget it. Your email address also helps the teachers more effectively communicate with you.**

## FORGOTTEN PASSWORD

Skyward is equipped with a "forgot password" link. This reset link will require you to provide the email address or the username associated with your account. The Forgot login/password link is on the login screen for Skyward Family Access.

## GENERAL OVERVIEW

If you have more than one student enrolled in the Eau Claire Area School District, look at the top of the screen. You will have a choice of students and schools. If a student is not showing, or you have additional students, please contact the Registrar at your child's school.

Select a student at the top of the screen. Click a link from the list on the left of your screen to see additional information on each topic.

## CALENDAR

You will see a calendar listing assignments, activities and events for your student. Click on an assignment or event to get more details about it. Assignments listed in red are missing assignments. **\*\*\*Please note that teachers may take a few days between collecting work and posting the grades on Skyward Family Access.\*\*\***

## STUDENT INFORMATION

View and verify information we have on file for your child such as phone number, address, emergency contact information, etc. If any of this is incorrect, please contact the Registrar at your child's school with the corrected information.

## GRADEBOOK

Progress Report:

View your student's grades as of the last grading cycle. The lightly shaded column is the current term. Click on the underlined letter grade to see a list of the assignments made up that grade.

Missing Assignments:

View a list missing assignments for your student. **\*\*\*Please note that teachers may take a few days between collecting work and posting the grades on Skyward Family Access.\*\*\***

Comments: View comments entered by teachers from the last grading cycle.

**MESSAGE CENTER**

Review messages sent by your child's' teachers or administrators. In some cases, you will have the ability to reply to messages sent.

**ATTENDANCE**

View a history of attendance for your student. You will see a calendar at a glance, a list of absences and tardy days or term totals.

**SCHEDULE**

Current Term: View your student's current schedule along with teacher names.

Current Year: View tentative schedule for the year along with teacher name an email address.

**ACTIVITIES**

List activities that your student is involved in. You are also able to view events that are connected to each activity.

**EMAIL NOTIFICATIONS**

Subscribe to receive an email notification on attendance and/or grading for your student.

**FOR GENERAL FAMILY ACCESS INFORMATION**

Please contact your school's Technology Coordinator for more information about Family Access:

Memorial High School	Pat Roach	852-6315
North High School	Dana Swanstrom	852-6615
South Middle School	Jennie Swoboda	852-5215
Delong Middle School	James Martin	852-4915
Northstar Middle School	Chad Heidorn	852-5115

**FOR CHANGES TO STUDENT INFORMATION**

Please contact your school's Registrar to update student information:

Memorial High School	Ann Rzepiejewski	852-6314
North High School	Teri Larson	852-6614
South Middle School	Polly Jensen	852-5202
Delong Middle School	Sandy Cleaver	852-4914
Northstar Middle School	Jennifer Schilling	852-5102