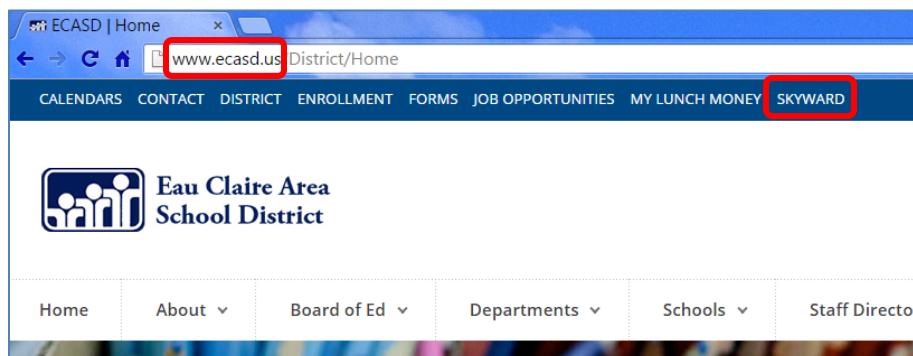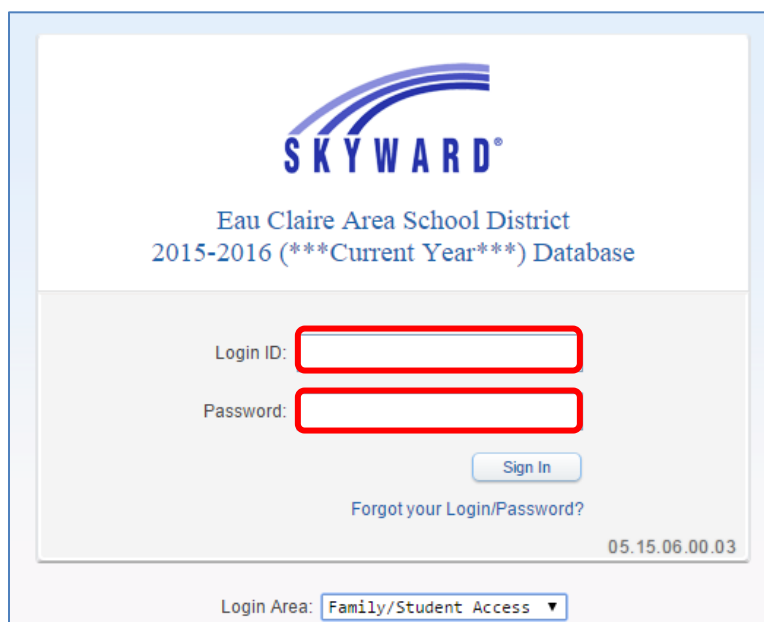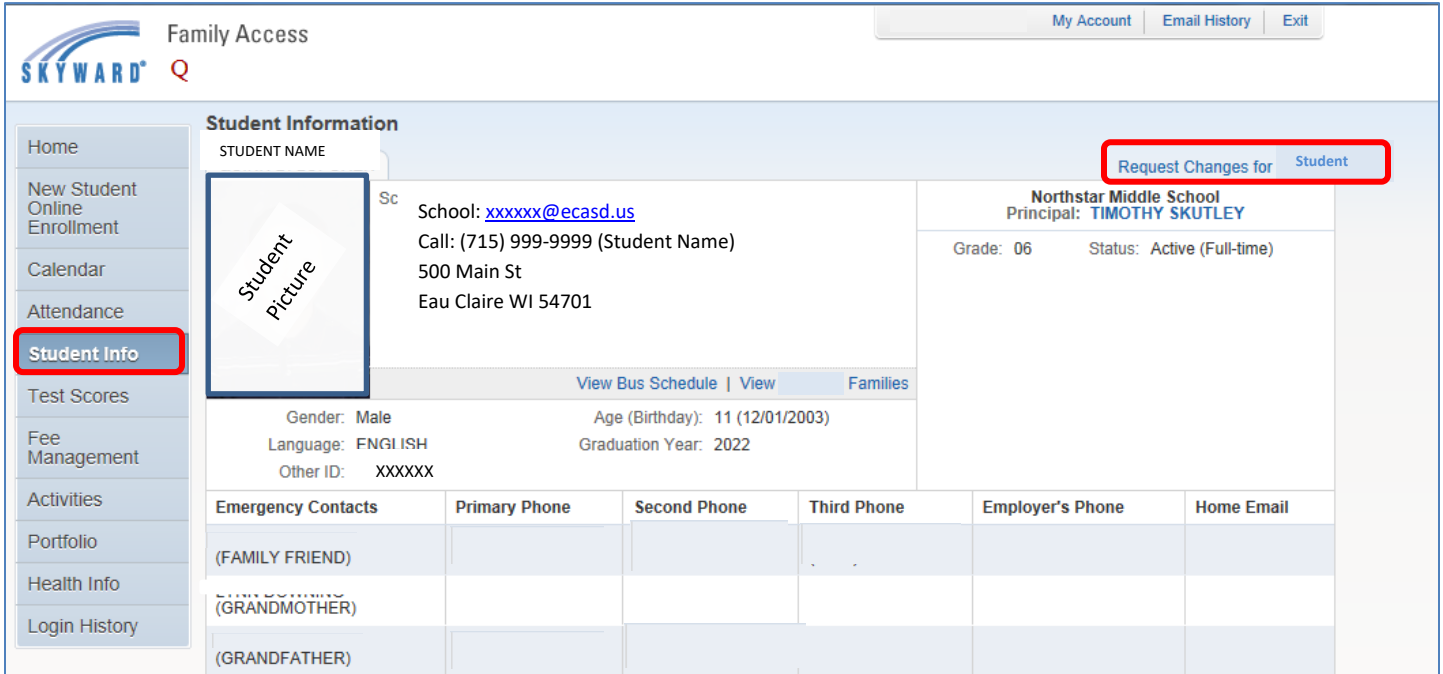## Login Portal

Go to www.ecasd.us, select **SKYWARD.**



Log in to Skyward (if you currently use Skyward, enter your login ID and password); Otherwise, use the login ID and password provided to you by a staff member.

- Login ID Format: First 5 letters of Last Name + First 3 letters of First Name + 3-Digit Number (LLLLLNNN###)
  - Example: Michael Jordan = JORDAMIC123
  - If there are not five letters in the last name, spaces will be used.
    - Example: Clifford Dog = DOG  CLI123)

Click **Student Info**.  Do I need to update anything? If so, click the "**Request Changes for [Student]**" link.



Click an area to view information or make changes.



NOTE:  **Family Address** changes cannot be made here.  See your Registrar/Secretary for assistance.

Make the necessary changes. Click **SAVE.**

Some **Student Information** changes  are automatically approved. Some **Student Information** changes  must be approved by office staff and will enter a queue. The school registrar/secretary oversees the queue and **Approve** or **Deny** each requested change. Click **View Unread Denials** for details about denied change requests. Changes can be made at any time.