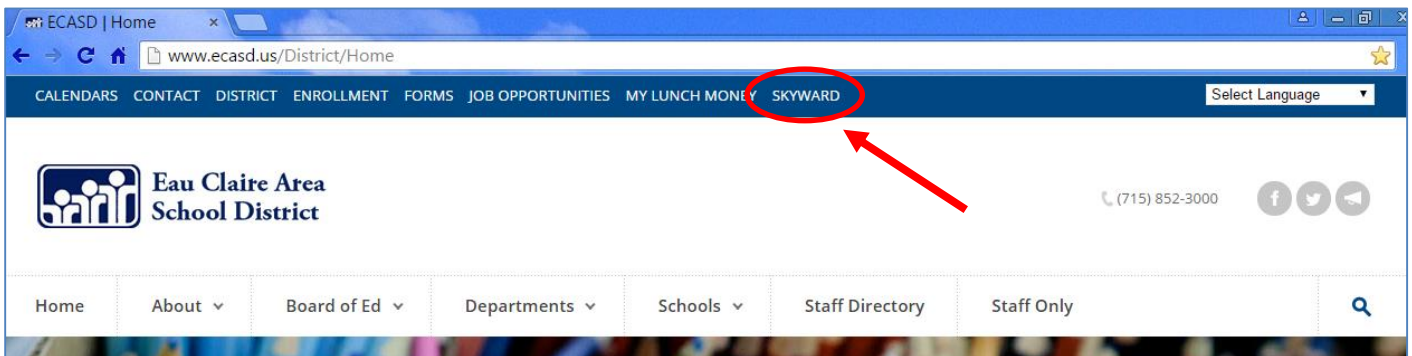
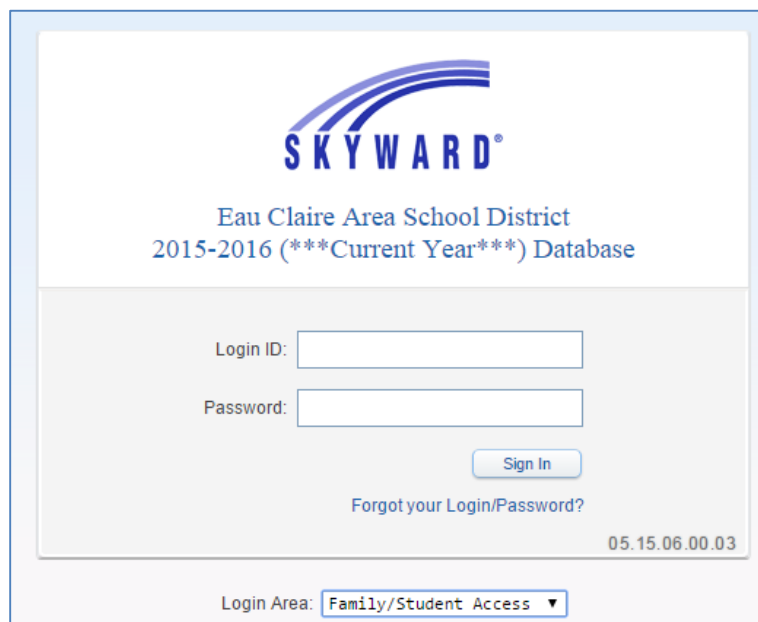


## Family Access – Parent Handout

- Go to [www.ecasd.us](http://www.ecasd.us) and click on SKYWARD.



- Log into Skyward with the **Login ID** and **Password** you've been given. (If you currently use Skyward, enter your normal Login ID and Password.)

A screenshot of the Skyward login page. At the top, there is the Skyward logo, which consists of three blue curved lines above the word "SKYWARD" in blue capital letters. Below the logo, the text reads "Eau Claire Area School District" and "2015-2016 (\*\*Current Year\*\*) Database". The login area contains two input fields: "Login ID:" and "Password:". Below these fields is a "Sign In" button. Underneath the button is a link that says "Forgot your Login/Password?". In the bottom right corner of the login area, the version number "05.15.06.00.03" is displayed. At the bottom of the page, there is a "Login Area:" label followed by a dropdown menu currently set to "Family/Student Access".

## Family Access – Parent Handout

- Look at the information on the **Student Info** screen. Does anything need to be updated? If so, click the **“Request Changes for [student name]”** link.

**Family Access** My Account | Email History | Exit

**Student Information**

STUDENT NAME

**Student Picture**

School: [xxxxx@ecasd.us](mailto:xxxxx@ecasd.us)  
 Call: (715) 999-9999 (Student Name)  
 500 Main St  
 Eau Claire WI 54701

**Northstar Middle School**  
 Principal: **TIMOTHY SKUTLEY**

Grade: 06      Status: Active (Full-time)

[View Bus Schedule](#) | [View Families](#)

Gender: Male      Age (Birthday): 11 (12/01/2003)  
 Language: ENGLISH      Graduation Year: 2022  
 Other ID: XXXXXX

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
(FAMILY FRIEND)					
(GRANDMOTHER)					
(GRANDFATHER)					

- Click on the area that you need to view or make changes to.

[Request Changes for Student](#)

- [Student Information](#)
- [Emergency Information](#)
- [Emergency Contacts](#)
- [Change Emergency Contact Order](#)
- [View History](#)
- [View Unread Denials](#)

- Make changes as necessary and be sure to **SAVE** your changes.
- Any **Student Information** that is changed will go into a queue where the school Registrar/Secretary will **Approve** or **Deny** each requested change. If a change is denied, you will see a message explaining why in Family Access. You can make changes any time throughout the year.