Navigating Skyward Family Access

1. My Account. This is where you update your user information.

| 1 | 🚮 Family Access - Google Chrome | - | | × |
|---|--|--|--------|-----|
| J | https://skyward.qps.org/scripts/wsisa.dll/WService=wsEAplus/sfhome01.w | | | |
| | Family Access | My Account Contact Us Email History Report His | tory E | cit |

You can change your password, update your e-mail address, primary phone number, additional numbers, and primary address. You can also set up e-mail notifications for attendance and food service balances. Always make sure to **SAVE** any changes made.

| Home | Account Settings | Save |
|------------------------|--|--------------------|
| Online Registration | Email: Phone: (217) Ext. | Change Password |
| Calendar | Work (217) Ext: Family Access Login: | Undo |
| Attendance | V Ext: Password Last Changed: 09/04/2018 | |
| Student Info | Show Google III Translator in Family Access | |
| Food Service | Outline Links When Focused | |
| Schedule | Address (Mailing Address) | |
| Fee Management | Suber Number Suber Nin Suber Nin P.O. Box: | |
| Conferences | Address 2: | |
| Skylert | Zip Code: 62301 Plus 4: City/State: Quincy, IL | |
| Login History | County - Munto County | |
| SkyPort | Email Notifications | |
| | Receive Daily Attendance Notifications for my student(s) by | |
| | 🖲 Email 🔍 Wall Message 🔍 Email and Wall Message | |
| | Receive Notifications when Food Service Balance is under \$3.00 Email Wall Message Email and Wall Message | |

2. Contact Us. Use this to send an e-mail regarding Online Registration only.

| Family Access | My Account Contact Us Email History Report History Exit |
|------------------------|---|
| S K Y W A R D' | Rooney Elementary Online Registration |
| Home | Questions/Comments? |
| Online Registration | Contact Us History Today, Wed Feb 27, 2019 |

This sends an e-mail to the enrollment secretary at your school. Please make sure to provide the name of your student in the e-mail.

3. **Online Registration**. This is where you'll go every year prior to the first day of school to update any information and confirm that your student will be attending QPS that year. This needs to be completed each year for every student in the district.

| Family Access - Google Chro | ne | | | | — | | × |
|--|--|--|---|-----------------|--------------|---------|----------|
| https://skyward.qps.org | /scripts/wsisa.dll/WService= | vsEAplus/sfhome01.w | | | | | |
| Family Skyward All St | Access Switch udents 💌 using t | between students by his drop- down arrow. | My Acco | ount Contact Us | Email Histor | y Exit | Â |
| Home Online Registration Calendar Attendance | Post a message Missing Email Address! You currently do not have an | email address entered. Either go to vo | une unification of the second | Upcoming | Events | Calenda | <u>r</u> |

4. **Calendar.** This is where you can see the district calendar with days off & holiday breaks.

| S K Y W A R D' | íly Access | My Accou |
|--------------------------|------------------|--------------------------------|
| Home | Post a message | You have unread messages 🛛 🗱 🗸 |
| Registration Calendar | March Lunch Menu | |
| Attendance | | Tue Feb 26, 2019 9:41am |

You can also see when a student has been marked absent, and the reason for the absence. You can view more details of an absence by clicking on the blue bar of that absence.

| (| Toda | VY | September | 2018 🔜 💰 | (| Calendar Display | onth Week Day |
|---|------|--|---|----------------------|------------|------------------|---------------|
| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | 26 | 27 | 28 | 29 | | 31 | 1 |
| | 2 | 3 No School (133) Labor Day (133) | 4 | 5 | 6 | 7 | 8 |
| | 0 | 10 Absent | 11 | 12 | 13 | 14 Absent | 15 |
| | | Period Class 1 4th Grade Ho 2 4th Grade Ho School: Roor | <u>Type</u> <u>Ri</u> <u>Type</u> <u>Ri</u> meroom Present meroom Excused Illi ney Elementary | eason ness/Injury | 20 | 21 | 22 |
| | | | | Export to Personal C | alendar 27 | 28 | 29 |

5. Attendance. This is where you can see all of the absences for your students.

| | | You have unread messages 🛛 🐇 🔻 |
|------------------------|-------------------|--------------------------------|
| Home | | |
| Online Registration | Post a message | |
| Calendar | | |
| Attendence | March Lunch Menu | 1 |
| Allendance | March 2019 pdf | Tue Feb 26, 2019 9:41am 🔻 |
| Student Info | Lunch Monu for Ma | rah 2010 |
| Food Service | Lunch Menu for Ma | 2019 |

You are able to view absences recorded for that day, as well as all absences recorded all year.

| Home | Attendance | | | |
|------------------------|---------------------|---|--------|--------------------|
| Online Registration | Today's Attendances | : Wed Feb 27, 2019 ies were recorded for | | |
| Calendar | | | | |
| Attendance | Rooney Elen | nentary) | | |
| Obudant Infr | Date | Attendance | Period | Class |
| Student Into | Fri Feb 22, 2019 | Excused (Illness/Injury) | 1-2 | View Classes |
| Food Service | Fri Sep 14, 2018 | Excused (Illness/Injury) | 1-2 | View Classes |
| Schedule | Thu Sep 13, 2018 | Excused (Illness/Injury) | 2 | 4th Grade Homeroom |
| Fee | | | | |

6. **Student Info.** This is where you can check and request changes to update phone numbers, family information, addresses, emergency contacts, etc...



(continued)

The main screen shows a snapshot of the student information, including the teacher. You can click on the teacher name to view their e-mail address.

| Student Information | n | | | | |
|---------------------|---------------------------|--------------|-----------------------------|---|---------------------------|
| | | | | F | Request Changes for |
| S | chool: @my.qps.(| org m | | Rooney Elementary Principal: MELANIE SCHR/ | AND |
| | Call: | н | Grade: 04 omeroom: PATRI | - STEPHANIE PATRICK | Status: Active (Full-time |
| | View | Families | | | |
| Gender: | Age (Birthday): | | | | |
| Other ID: | Community Service: 0.00 H | lours | | | |
| Emergency Contacts | Primary Phone | Second Phone | Third Pho | ne Employer's Phone | Home Email |
| (Mother) | | (Work) | | | |
| | | | | | |
| (Father) | | | | | |
| (Step Father) | | | | | |

By clicking on the "**Request Changes for** _____" link, it will give you options for things to change. To change information, click on the area you need to make a change to, update the information on the box that pops up, and click **SAVE.** This will send an alert to the school secretary to review and approve the change request.

| | | | | | Request Changes for |
|-----------|-----------|---------------------|-----------|-------------------------|-------------------------------|
| | School: | @my.qps.org | | Rooney Elei | Student Information |
| | Home: | @gmail.com | | Principai: MELAN | Family Address |
| | Call: | | Grade: | 04 | Family Information |
| | | | Homeroom: | PATRI - STEPHANIE PATRI | Emergency Information |
| | | | | | Emergency Contacts |
| | | View | | | Change Emergency Contact Orde |
| Gender | Age (F | Rirthday): | | | View History |
| Language: | Graduati | ion Year: 2027 | | | View Unread Denials |
| Other ID: | Community | Service: 0.00 Hours | | | |

*The safety of you and your students' information is important to QPS. The secretary may contact the primary parent/guardian on the account to verify the requested changes.

7. **Food Service**. This tab has detailed information about your students' lunch accounts. You can view daily purchases, lunch account balances, and payments made on accounts.

| | | You have unread messages |
|------------------------|-------------------|--------------------------|
| Home | | |
| Online Registration | Post a message | |
| Calendar | March Lunch Manu | B. |
| Attendance | March Lunch Menu | |
| | March 2019.pdf | Tue Feb 26, 2019 9:41am |
| Student Info | | nah aata |
| | Lunch Menu for Ma | rch 2019 |
| Food Service | | |
| O - h - duite | | |

Other things you can view on the Food Service tab include:

- Applications for Free/Reduced Lunch
- Lunch Calendar (Lunch Menu) links to the QPS website
- Link to make a payment/add money to lunch accounts

| d Service | | Eligibility Letters Applications | s 🔶 |
|--------------------------------|------------------------------|------------------------------------|-----------------------------|
| Current Account Balance | Today's Lunch Menu | Lunch Calendar | Print Reports |
| \$2.45 Lunch Type: Full Pay | No lunch menu details are av | ailable for the current date. | Food Service History |
| (Rooney Elementary) | View Totals Make a Paymen | t 📜 | Weekly Purchases For: Wed F |
| Payment Date | Payment | Check # | Previous Week |
| Thu Nov 29, 2018 | \$25.00 | VIA WEB | |
| Tue Sep 4, 2018 | \$40.00 | VIA WEB | (Rooney Elementary) |
| Thu Jun 1, 2017 | \$3.00 | | Set Purchase Limit |
| Tue May 30, 2017 | \$20.00 | | Week Total: |
| Sun Mar 19, 2017 | \$40.00 | VIA WEB | Key Pad Number: |
| Tue Jan 3, 2017 | \$40.00 | | Item |
| Thu Sep 1, 2016 | \$50.00 | | Sun Feb 24, 2019 |
| | | | No purchases for this date. |
| | | | Mon Feb 25, 2019 |
| | | | No purchases for this date. |
| | | | Tue Feb 26, 2019 |
| | | | Juice |
| | | | Lunch |
| | | | Total |
| | | | Wed Feb 27, 2019 |
| | | | No purchases for this date. |
| | | | Thu Feb 28, 2019 |
| | | | No purchases for this date. |
| | | | Fri Mar 1, 2010 |

8. **Schedule**. This is an expanded version of your students' schedules. In K-5, the students will have the same teacher for all subjects except for PE, Music & Art (4th & 5th). If you have students in 6th-12th grades, you'll see the different teachers and courses for their entire schedules each quarter/term.



9. **Fee Management**. This is a detailed statement of School Registration Fees. You can view balances and make payments from this screen.

| | | You have unread messages |
|------------------------|------------------------------|---------------------------|
| Home | | |
| Online Registration | Post a message | |
| Calendar | March Lunch Manu | 8. |
| Attendance | March Lunch Menu | |
| | March 2019.pdf | Tue Feb 26, 2019 9:41am |
| Student Info | Lunch Menu for Ma | arch 2010 |
| Food Service | | 2019 |
| Schedule | Spring Pictures Reminder: | R j |
| Fee Management | 2019 Spring Picture Info.pdf | Tue Feb 26, 2019 9:40am 🔻 |
| | | h.a. |

10.**Conferences**. Scheduled conferences will be displayed in this tab. Not all teachers use this function of Skyward.



11. **Skylert**. This is where you can verify and update the phone numbers and e-mail addresses that receive alerts from Skyward.



You can also manage which notifications Skyward sends, and at which times of the day (school hours vs. non-school hours).

| My Skyward Contact Info | | | | | | | | |
|---------------------------------|------------|--|------------|---------|-------------------------------|-----------------|-------------|--------|
| Contact Info | | School Hours Emergency | Attendance | General | Non-school Hours Emergency | Food Service | Book fee | Surve |
| * Primary Phone: (217) | | | | | | | | |
| Famil | y With | A | 4 | 1 | ×. | ×. | 1 | 1 |
| Work T (217) | | | | | | | | |
| Famil | y With I | 1 | | | | | | |
| Phone: | | | | | | | | |
| Famil | y With | I | | | | | | |
| Home Email: | | | | | | | | |
| Famil | y With | A | all a | ×. | S | all a | | 4 |
| Additional Contact Info for Fam | ily With I | | | | | | | |
| Phone Numbers | | School Hours Emergency | Attendance | General | Non-school Hours Emergency | Food Service | Book fee | Survey |
| Additional Phone 1: | | Image: A start of the start | | | | | | |
| Email Addresses | | School Hours Emergency | Attendance | General | Non-school Hours Emergency | Food Service | Book fee | Survey |
| Additional Email 1: | | | | | | | | |
| Text Message Numbers | | School Hours Emergency | Attendance | General | Non-school Hours Emergency | Food Service | Book fee | |
| Phone 1: (217) | | | × | | | | | |
| Phone 2: (217) | | | | | | | | |
| Phone 3: | | | | | | | | |

12. Login History. This tab shows you all of the log-ins for this Family Access account.



13. **SkyPort**. This brings you back to the main screen with your widgets (shortcuts).

| Skylert Login History SkyPort | | Attached is a reminder or picture | Day! f how to order spring es! |
|---|----------------|---|--------------------------------------|
| Quincy School Di | strict #172 | | Account Exit |
| Jump to Other Dashboards *Calendar Skyward User Reset Dashboards Calendar Events Not available when logged into the Fan My Upcoming Meetings No meetings found. | Select Widgets | District Information ♥ Quincy School District #172 1416 Maine St Quincy IL 62301-4261 ● | ↑ Open Family Access |
| © 2019 Skyward, Inc. All rights reserve | ed. | | Windows 10 / Chrome 70 |

If you need access to internet, a computer, or assistance with completing the registration please visit the school office during office hours Monday – Friday 7:00am-4:30pm.