Navigating Skyward Family Access

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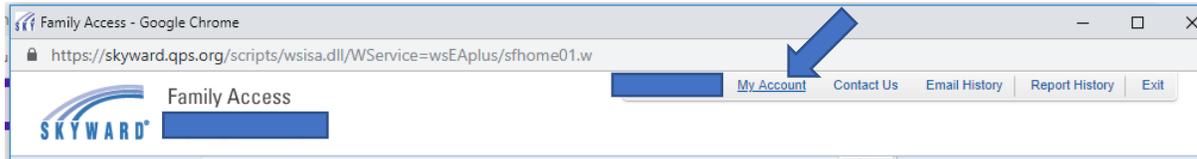
You can change your password, update your e-mail address, primary phone number, additional numbers, and primary address. You can also set up e-mail notifications for attendance and food service balances. Always make sure to **SAVE** any changes made.

2. **Contact Us.** Use this to send an e-mail regarding Online Registration only.
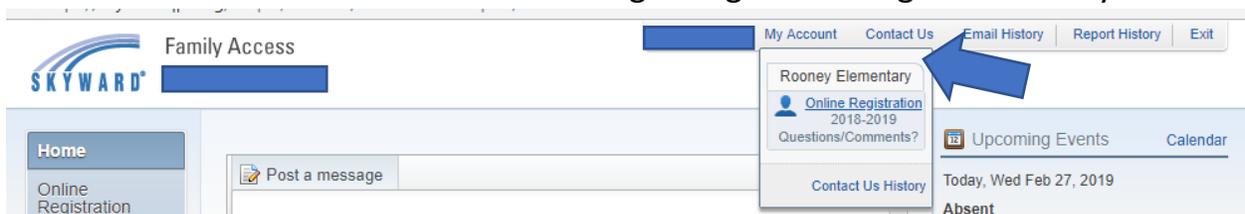
This sends an e-mail to the enrollment secretary at your school. Please make sure to provide the name of your student in the e-mail.

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.
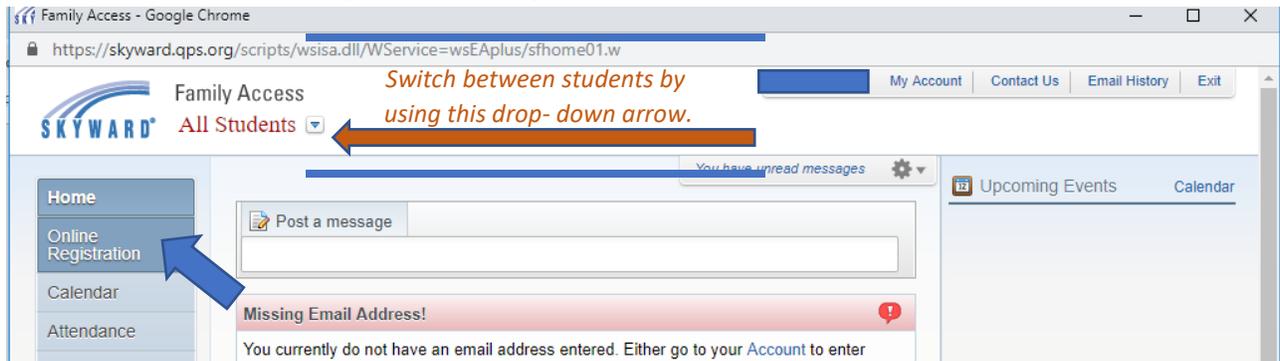
4. **Calendar.** This is where you can see the district calendar with days off & holiday breaks.
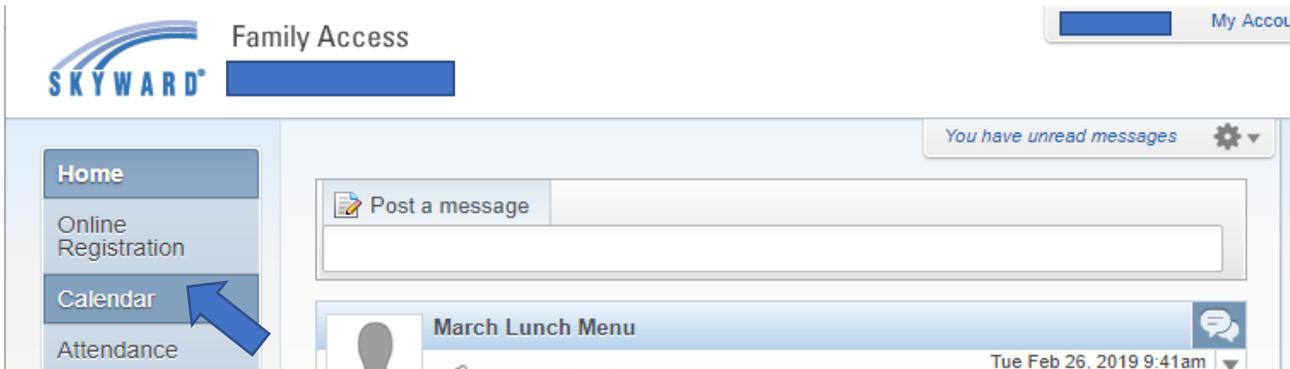
You can also see when a student has been marked absent, and the reason for the absence. You can view more details of an absence by clicking on the blue bar of that absence.
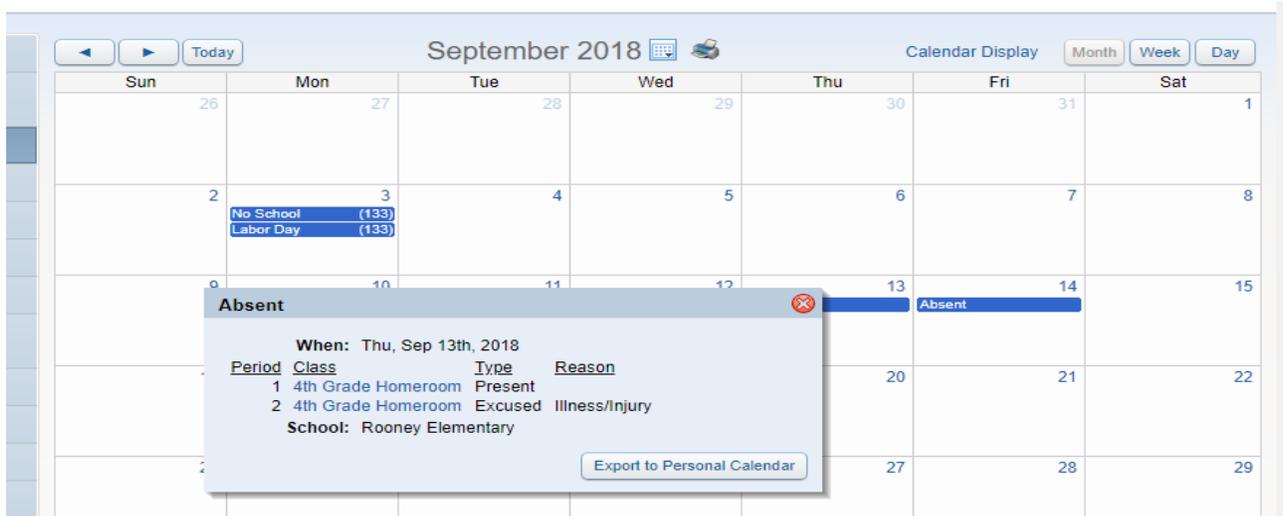
5. **Attendance**. This is where you can see all of the absences for your students.
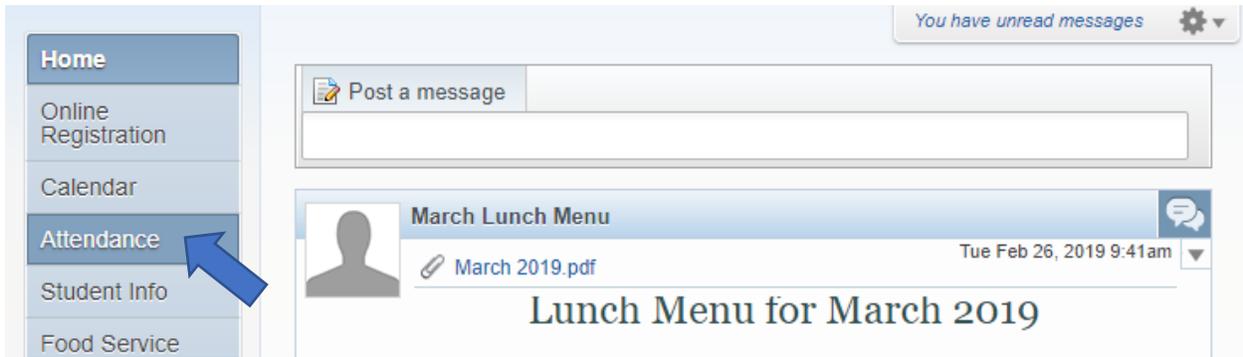
You are able to view absences recorded for that day, as well as all absences recorded all year.
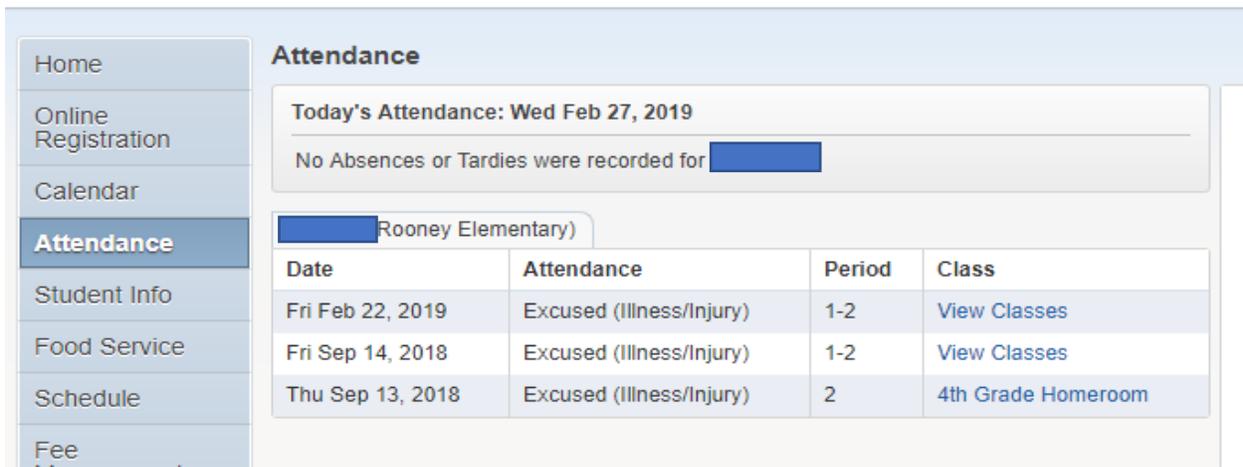
6. **Student Info.** This is where you can check and request changes to update phone numbers, family information, addresses, emergency contacts, etc…
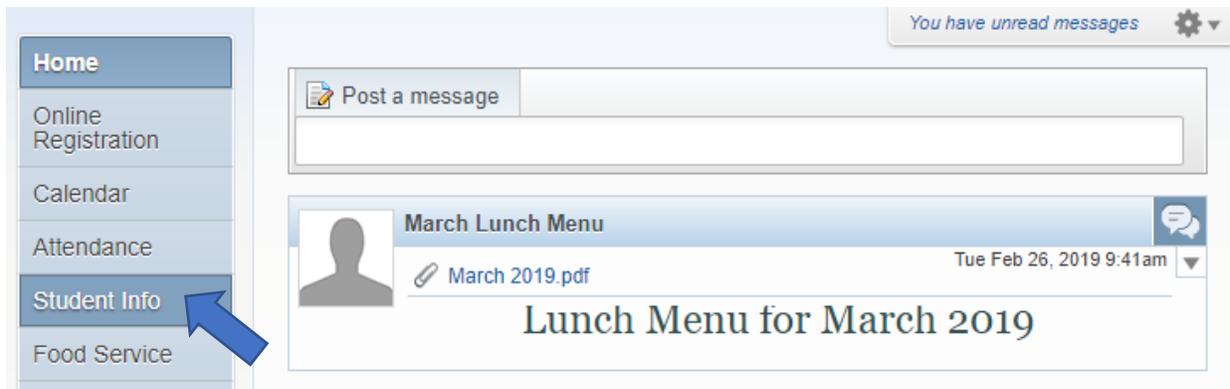
(continued)

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.

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.

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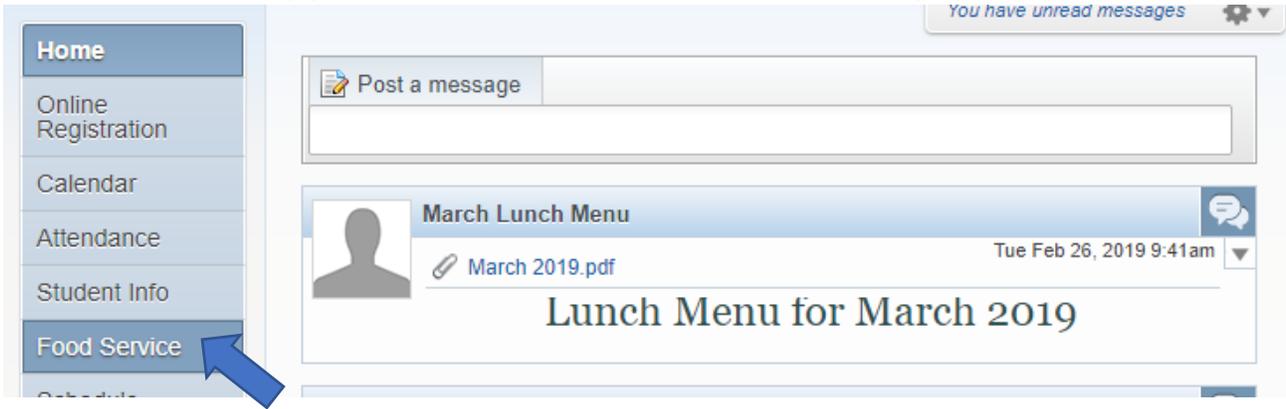
Other things you can view on the Food Service tab include:

- Applications for Free/Reduced Lunch
- Lunch Calendar (Lunch Menu) links to the QPS website
- Link to make a payment/add money to lunch accounts
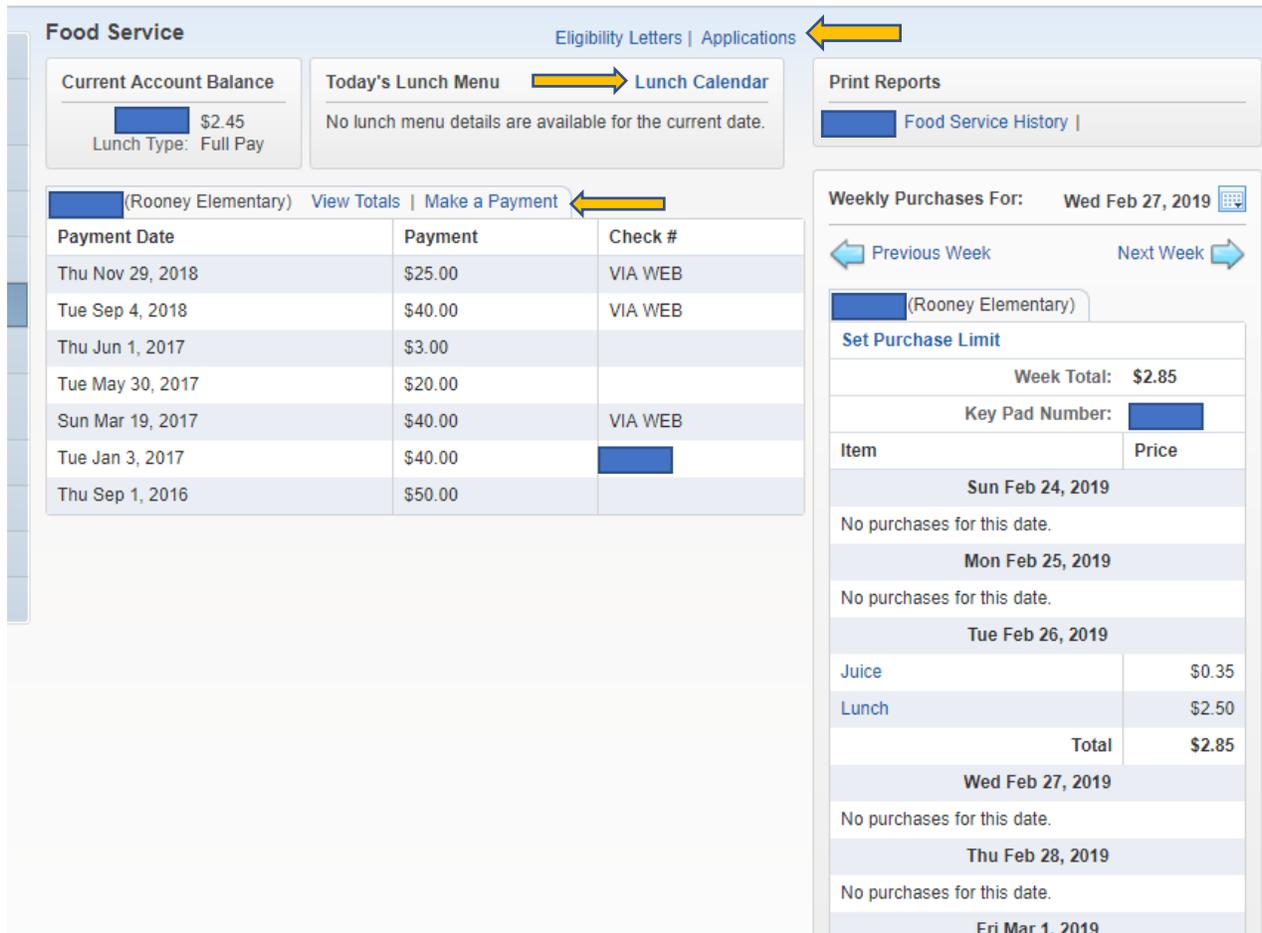
8. **Schedule**. This is an expanded version of your students' schedules. In K-5, the students will have the same teacher for all subjects except for PE, Music & Art (4th & 5th). If you have students in 6th-12th grades, you'll see the different teachers and courses for their entire schedules each quarter/term.
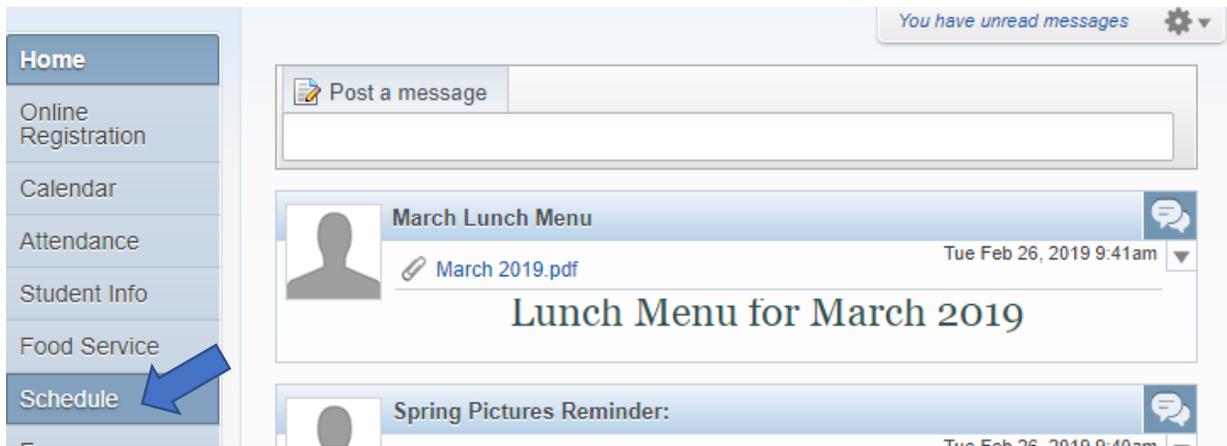
9. **Fee Management**. This is a detailed statement of School Registration Fees. You can view balances and make payments from this screen.
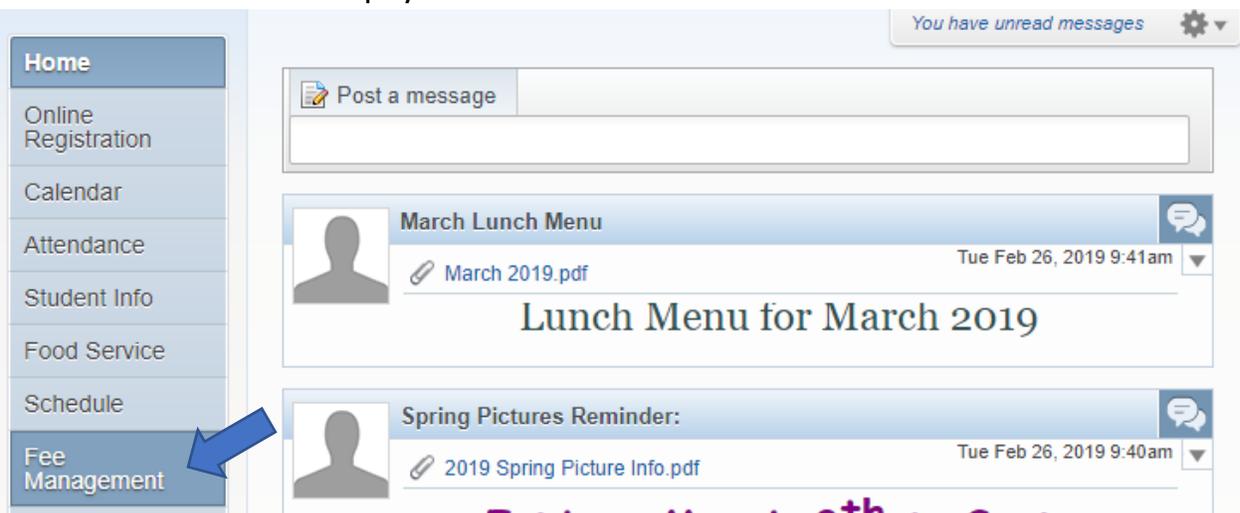
10. **Conferences**. Scheduled conferences will be displayed in this tab. Not all teachers use this function of Skyward.

11. **Skylert**. This is where you can verify and update the phone numbers and e-mail addresses that receive alerts from Skyward.
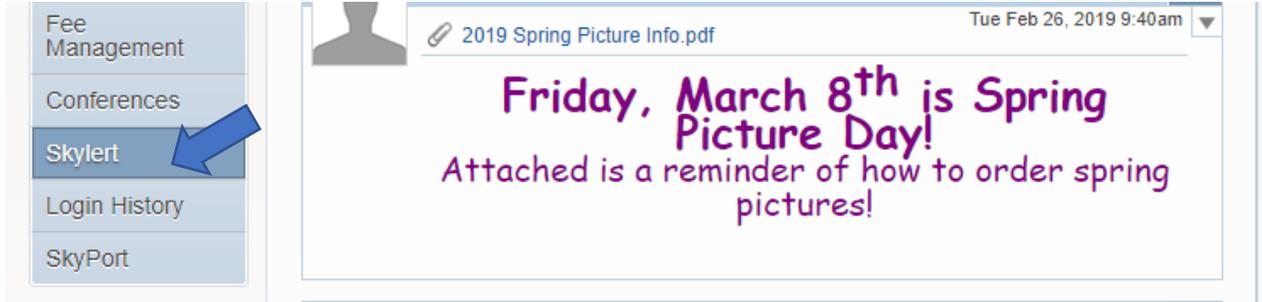
You can also manage which notifications Skyward sends, and at which times of the day (school hours vs. non-school hours).

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

My Skyward Contact Info

Contact Info			School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Book fee	Survey
* Primary Phone:	(217)	▮							
	Family With	▮	✔	✔	✔	✔	✔	✔	✔
Work ▾ Phone:	(217)	▮							
	Family With	▮	✔	☐	☐	☐	☐	☐	☐
▾ Phone:									
	Family With	▮	✔	☐	☐	☐	☐	☐	☐
Home Email:	▮								
	Family With	▮	✔	✔	✔	✔	✔	✔	✔

Additional Contact Info for Family With ▮

Phone Numbers		School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Book fee	Survey
Additional Phone 1:		✔	☐	☐	☐	☐	☐	☐
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).
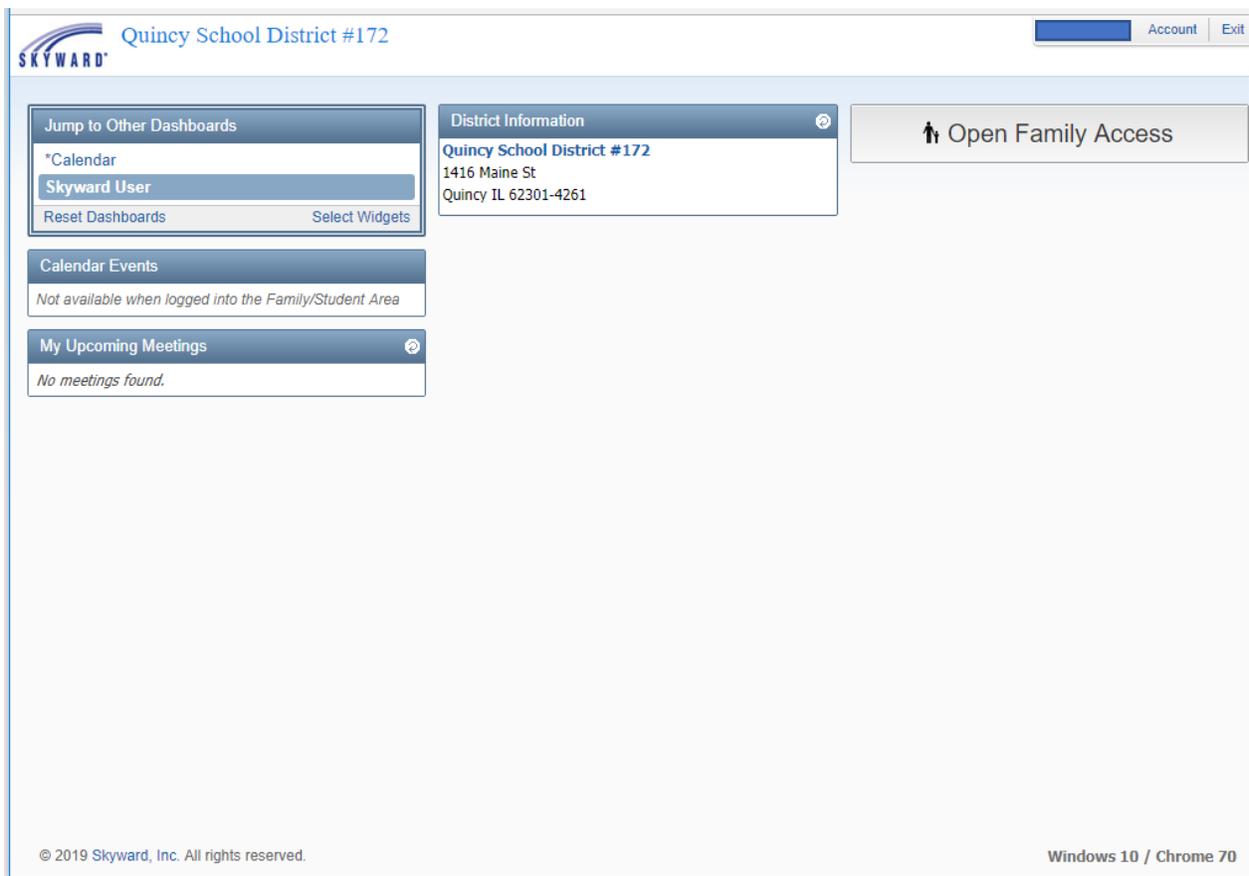
If you need access to internet, a computer, or assistance with completing the registration please visit the school office during office hours Monday – Friday 7:00am-4:30pm.