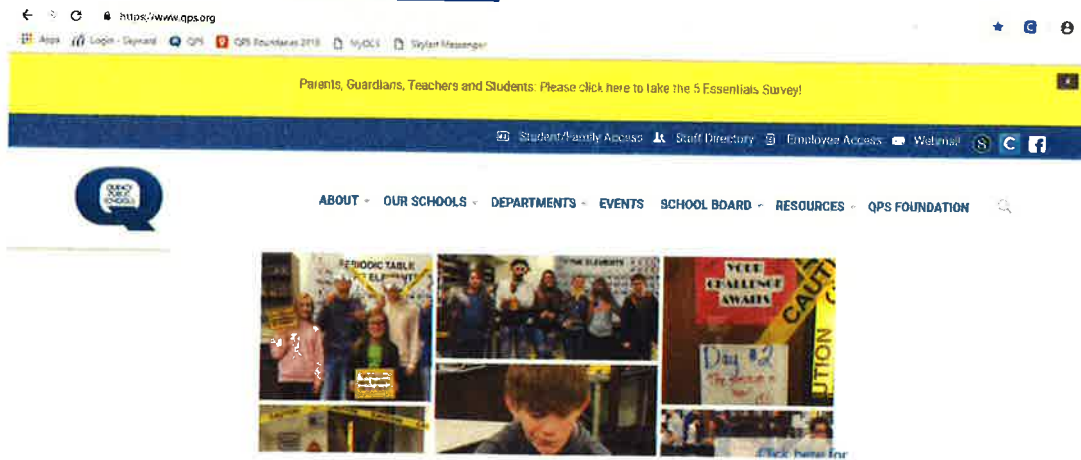
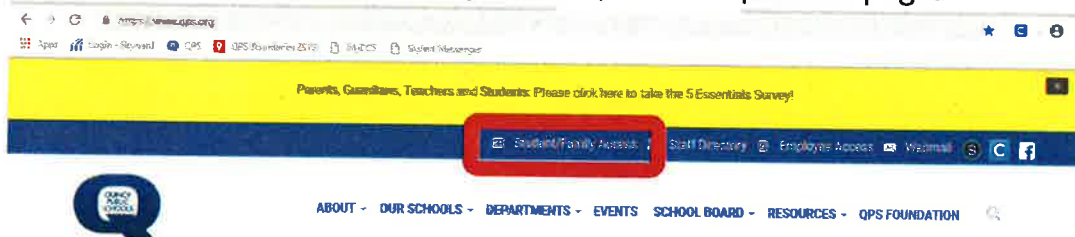


School Registration on Skyward Family Access

1. Go to our district website: www.QPS.org



2. Click on the white link, "Student/Family Access", at the top of the page.



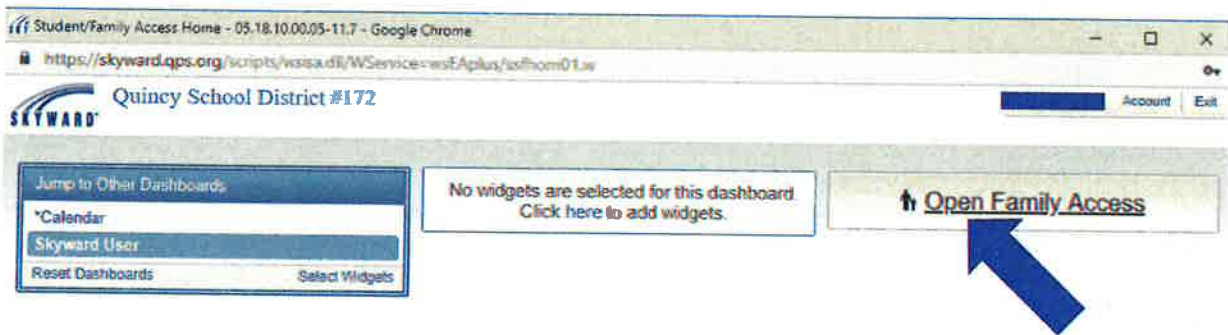
3. Log in using your Skyward Login ID and password. If you do not know this information, contact your school's secretary.



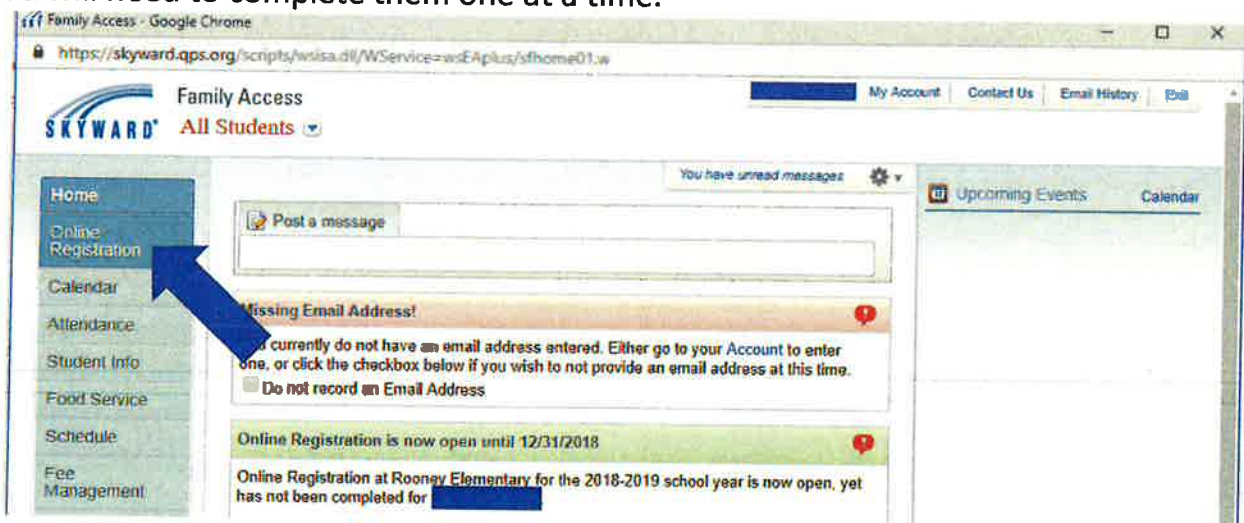
4. You may be asked to reset your password.

A screenshot of a web browser window showing the 'Expired Password' reset page. The page title is 'Expired Password' and the subtitle is 'Your password has expired. Please enter a new password.' The form includes fields for 'Name', 'Login', 'New Password', and 'Confirm New Password', followed by a 'Submit' button. Below the form, there are settings for 'Minimum Password Length' (set to 3) and 'Number of Passwords Before Reuse' (set to 0). At the bottom, it states 'Name Used As: EMERGENCY CONTACT GUARDIAN'.

5. Click on the button "Open Family Access"



6. Click on the button "Online Registration" and select the student you will need to complete registration for. If you have multiple students to complete registration for, you will need to complete them one at a time.



7. As you complete the steps for Registration, please make sure you click the button at the bottom of the page that says, "Complete Step ____ and move on to Step ____". Green check marks will appear on the list to the right-hand side, letting you know the step has been successfully completed.

The screenshot shows a registration form titled "SkyPort". It includes fields for "Birth County:", "Birth State:" (a dropdown menu), and "Birth Country:". Below these fields are two buttons: "Complete Step 1a Only" and "Complete Step 1a and move to Step 1b". A blue arrow points to the second button. To the right of the form is a list of steps: "10. Lunch ID Form", "11. ACASI Survey", "12. Click 'HERE' to join your PTA", "13. Add a Food Service Application", and "14. Complete Online Registration". Below the list are buttons for "Previous Step", "Next Step", and "Close and Finish Later". A note at the bottom left states "(*) Indicates a required field". The footer of the page reads "Skyward © 2018 Skyward, Inc. All rights reserved."

8. Once all steps are completed, you will be able to click the button for "SUBMIT REGISTRATION".

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.