

How to update your contact information in Family Access



1. Login to your Family Access account

Link to Skyward Family Access:

<https://www2.crdc.wa-k12.net/scripts/cqiip.exe/WService=wsheltos71/seplog01.w>


NEW USERS OR USERS WHO HAVE FORGOTTEN YOUR USERNAME OR PASSWORD:

Click on “Forgot your Login/Password?” to create a new account or to retrieve your username or password.

If nothing is happening (with your correct information), try allowing pop-ups.

If that doesn't help - email thedger@sheltonschoos.org for assistance.

Welcome to Shelton School District
Skyward and Family Access



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2. Choose which student information you would like to update

** This only applies to families with more than one student enrolled with SSD*

3. Click on the “Student Info” in the tabs listed on the left side of the page

The screenshot displays the Skyward Family Access web application. On the left sidebar, the 'Student Info' tab is highlighted with a green box and a blue arrow pointing to it. A dropdown menu is open above the 'Student Info' tab, showing three options: 'All Students', 'STUDENT 1', and 'STUDENT 2'. The 'STUDENT 1' option is highlighted with a green box and a blue arrow. The main content area shows a message: 'You currently do not have an email address entered. Either go to your Account to enter one, or click the checkbox below if you wish to not provide an email address at this time.' Below the message, there are two student profiles, each with a blue arrow pointing to the 'Student Info' tab in the sidebar. The right sidebar contains an 'Upcoming Events' section with a calendar view, listing events such as '1st Day of School' at Shelton High School, 'TRI 1 Starts' at Oakland Bay Jr High, and 'MIDTERM1 Starts' at Shelton High School.

4. Click on “Request Changes for *(Student’s Name)*”

From here, you have a list of choices that you can update, including:

- Student Information
- Family Address
- Family Information
- Emergency Information
- Emergency Contacts
- Change Emergency Contact Order
- Add Emergency Contact
- Health Information

Select which area you would like to update.

*Please note: The “request changes” options vary based on grade level.

The screenshot shows the Skyward Family Access interface. At the top, there is a navigation bar with the Skyward logo, 'Family Access All Students', and user account options. The main content area is titled 'Student Information' and displays a student's profile. A green arrow points to a 'Request Changes for' button in the top right corner, which has a dropdown menu open. A blue arrow points to the dropdown menu, which lists various update options: Student Information, Family Address, Family Information, Emergency Information, Change Emergency Contact Order, Add Emergency Contact, Health Information, View History, and View Unread Denials. Below the profile information is a table with columns for Emergency Contacts, Primary Phone, Second Phone, Third Phone, Employer's Phone, and Home Email. The table contains several rows of data, with some cells containing redacted information (blacked out).

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
[Redacted]	[Redacted]				
[Redacted]	[Redacted]				
[Redacted]	[Redacted]				
[Redacted]	[Redacted]	[Redacted]			
[Redacted]	[Redacted]				
[Redacted]	[Redacted]				

4. Update your information

Make sure to double check that your phone number(s) and email address(es) are correct.

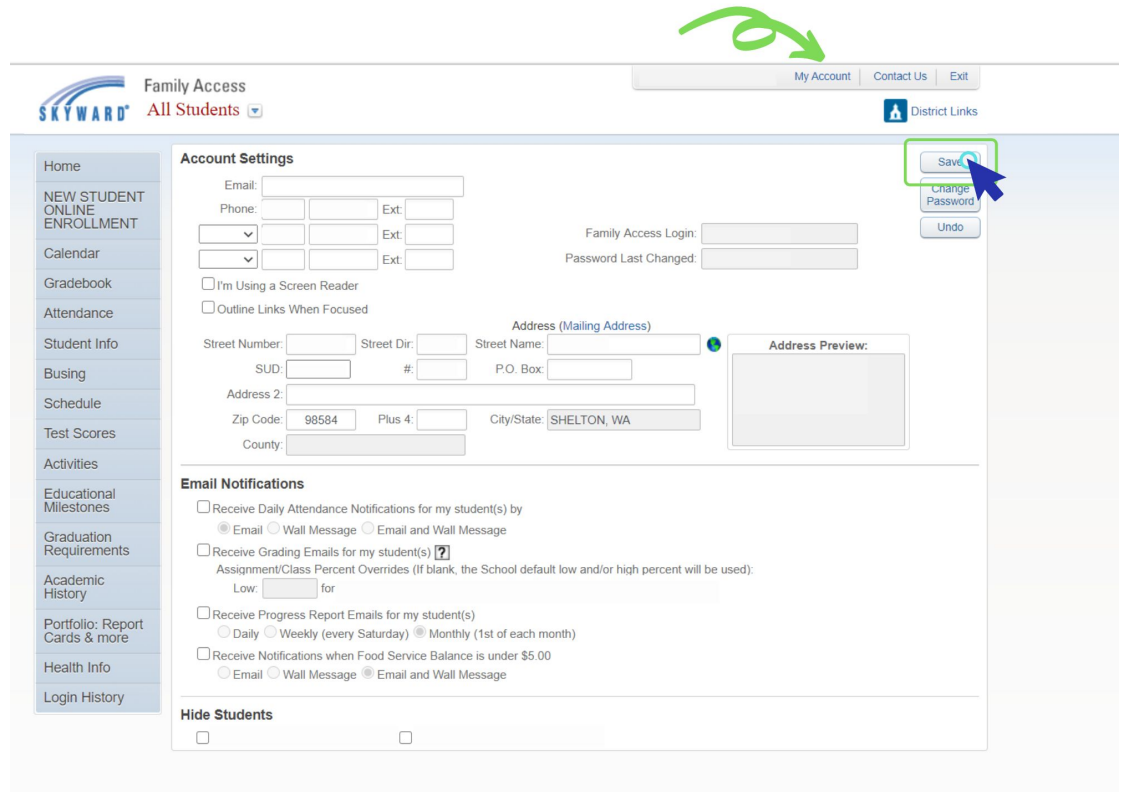
To make changes, simply type in the updated information, and click “Save”

The screenshot shows a web form titled "Family Information for [redacted]". The form is divided into sections for "Family Options" and two guardians. In the "Family Options" section, there is a text input for "* Home Language:" and a checked checkbox for "Receive a Paper Copy of Report Card". Below this are fields for "Guardian Number: 1" including "Name:", "Relationship:" (with a dropdown menu), "Employer:", "Home Email:", and "Primary Phone:" (with area and extension boxes). There are also checkboxes for "Custodial", "Confidential", and "Long Distance". A second set of similar fields is provided for "Guardian Number: 2". At the bottom right, a "Save" button is highlighted with a green box and a blue arrow. Two green curved arrows point to the "Home Language:" and "Home Email:" fields. A note at the bottom left states "(*) Indicates a required field."

5. Select how you want to receive emails

Once you have gone through and made sure all of your information is current and correct, you can select how you want to receive emails.

To do so, click on “My Account” on the top of the page, select your preferences, and click “Save”



The screenshot shows the Skyward Family Access interface. At the top, there is a navigation bar with links for "My Account", "Contact Us", and "Exit". A green arrow points to the "My Account" link. Below the navigation bar, the page title is "Family Access" and "All Students". On the right side, there is a "District Links" button. The main content area is titled "Account Settings" and contains several sections:

- Account Settings:** Includes fields for Email, Phone, and Family Access Login. There are also checkboxes for "I'm Using a Screen Reader" and "Outline Links When Focused".
- Address (Mailing Address):** Includes fields for Street Number, Street Dir, Street Name, SUD, #, P.O. Box, Address 2, Zip Code (98584), Plus 4, City/State (SHELTON, WA), and County. An "Address Preview" window is visible on the right.
- Email Notifications:** Includes checkboxes for "Receive Daily Attendance Notifications for my student(s) by" (with radio buttons for Email, Wall Message, and Email and Wall Message), "Receive Grading Emails for my student(s)", "Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used)", and "Receive Progress Report Emails for my student(s)" (with radio buttons for Daily, Weekly, and Monthly).
- Hide Students:** Includes a checkbox for "Hide Students".

In the top right corner of the settings panel, there are three buttons: "Save", "Change Password", and "Undo". A blue arrow points to the "Save" button, which is highlighted with a green box.

Questions?
Please contact your school

