

# Como actualizar su información de contacto en Family Access (Acceso familiar)



# 1. Entra en tu cuenta de Family Access

Enlace para Skyward Family Access:

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

NUEVOS USUARIOS O USUARIOS QUE OLVIDARON SU NOMBRE DE USUARIO O CONTRASEÑA:

Hacer clic en “Forgot your Login/Password?” para crear una nueva cuenta o recuperar su nombre o contraseña.

Si nada pasa (con la información correcta, trate de permitir los anuncios o pop-ups.

Si esto no ayuda, mande un email a- email [thedger@sheltonschoools.org](mailto:thedger@sheltonschoools.org) para que lo ayude.

Welcome to Shelton School District  
Skyward and Family Access



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Login Area: All Areas

**NEW USERS OR USERS WHO HAVE FORGOTTEN YOUR USERNAME OR PASSWORD:**  
Click on “Forgot your Login/Password?” above 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@sheltonschoools.org](mailto:thedger@sheltonschoools.org) for assistance.

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## 2. Escoja la información que quiere actualizar

*\* Esto solo aplica a familias con más de un estudiante inscrito con el distrito SSD*

## 3. Clic en "Student Info" en las pestañas listadas a l

The screenshot displays the Skyward Family Access web application. The interface includes a top navigation bar with the Skyward logo, a user profile dropdown menu, and links for "My Account", "Contact Us", and "Exit". A "District Links" icon is also present. A notification banner indicates "You have unread messages".

The left sidebar contains a list of navigation tabs: Home, NEW STUDENT ONLINE ENROLLMENT, Calendar, Gradebook, Attendance, Student Info, Busing, Schedule, Test Scores, Activities, Educational Milestones, Graduation Requirements, Academic History, Portfolio: Report Cards & more, Health Info, and Login History. The "Student Info" tab is highlighted with a green box and a blue arrow pointing to it.

The main content area shows a dropdown menu for selecting students, with options "All Students", "STUDENT 1", and "STUDENT 2". A blue arrow points to "STUDENT 2". Below this, a message states: "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." There is a checkbox labeled "Do not record an Email Address".

Two student profiles are visible, each with a blue arrow pointing to the "Student Info" tab in the sidebar. The right sidebar features an "Upcoming Events" section with a "Calendar" link, 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. Actualizar información

Asegurar de checar dos veces que el número (s)de teléfono(s) y las direcciones de correo electrónico son correctas.

Para hacer cambios, simplemente marque en la información actualizada y haga clic en “Save”

The screenshot shows a web form titled "Family Information for" with a close button in the top right corner. The form is divided into sections for "Guardian Number: 1" and "Guardian Number: 2".

**Family Options**

- \*Home Language: [text input field]
- Receive a Paper Copy of Report Card

**Guardian Number: 1**

- Name: [text input field]
- Relationship: [dropdown menu]
- Employer: [text input field]
- Home Email: [text input field]
- Primary Phone: [text input field] [text input field] Ext: [text input field]
- Custodial
- Confidential
- Long Distance
- [dropdown menu] [text input field] Ext: [text input field]
- [dropdown menu] [text input field] Ext: [text input field]

**Guardian Number: 2**

- Name: [text input field]
- Relationship: [text input field]
- Employer: [text input field]
- Home Email: [text input field]
- [dropdown menu] [text input field] Ext: [text input field]
- [dropdown menu] [text input field] Ext: [text input field]

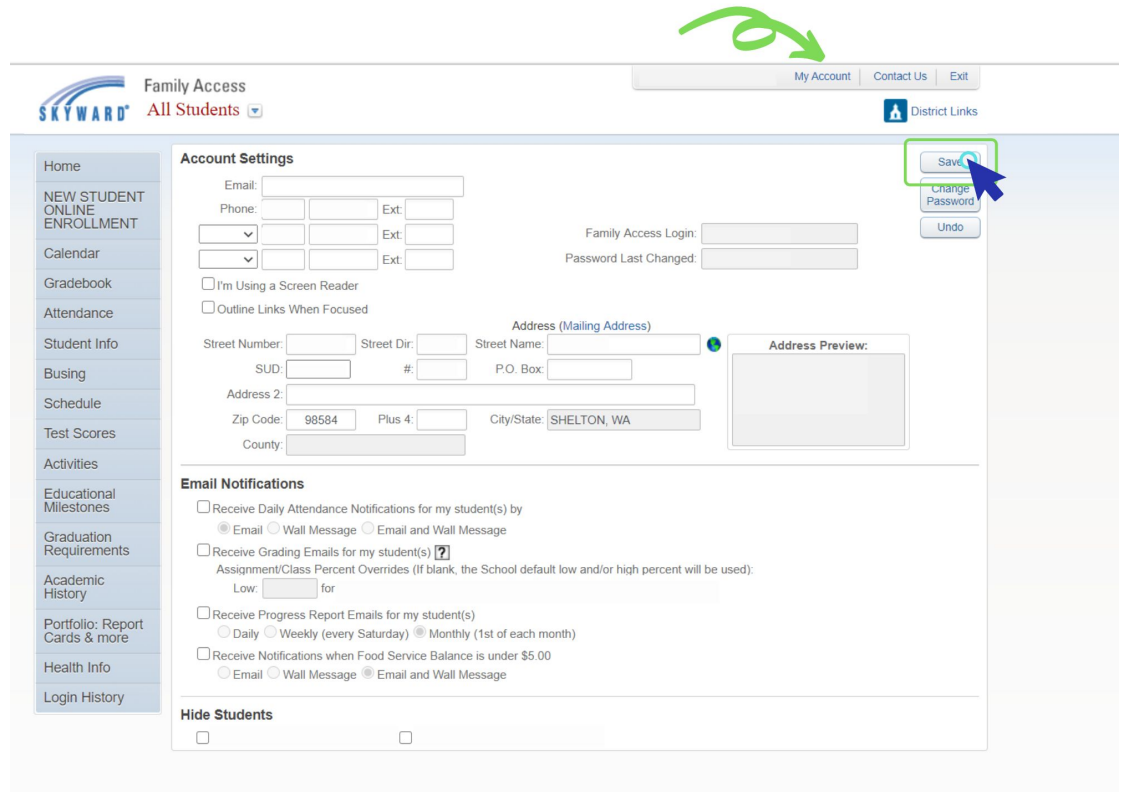
(\*) Indicates a required field.

At the bottom right, there is a "Save" button with a blue arrow pointing to it. Green arrows point from the Home Language and Home Email fields to the Save button.

# 5. Select how you want to receive emails

Una vez que haya checado y se aseguro que toda la información está al corriente y es correcta, puede seleccionar como quiere recibir sus emails.

Para esto, haga click en , My Account” en la parte superior derecha, seleccionar sus preferencias y hacer clic en “Save”



The screenshot shows the Skyward Family Access interface. At the top right, there is a navigation bar with links for "My Account", "Contact Us", and "Exit". A green arrow points to the "My Account" link. Below this, there is a "District Links" section with a warning icon. 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, 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, Monthly).
- Hide Students:** Includes a checkbox.

In the top right corner of the account settings form, there is a "Save" button highlighted with a green box and a blue arrow pointing to it. Below the "Save" button are "Change Password" and "Undo" buttons.

# ¿Preguntas?

**Por favor contactar a su escuela**

