Unified School District 232
De Soto - Shawnee - Lenexa - Olathe
www.usd232.org

Welcome to Skyward Family Access

SKYWARD®

Unified School District 232
Student

Login ID:

Password:

Sign In

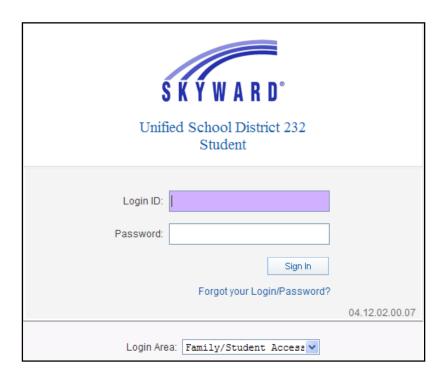Forgot your Login/Password?

04.12.02.00.07

Login Area: Family/Student Access

FAMILY ACCESS USER GUIDE

Unified School District 232
35200 W 91st Street
De Soto, KS 66018

INTRODUCTION TO FAMILY ACCESS FOR USD232

WHAT IS FAMILY ACCESS?

Family Access is a web-based service that empowers parents/guardians and students to view school-related information anywhere they have access to the Internet. Information available online includes:

- Calendar information with assignment, attendance and message information
- Detailed gradebook information
- Messages posted by the principal and teachers
- Attendance records by date and types of attendance
- Student schedule
- Food Service balance, payments and purchase history
- Fee management
- E-mail notification preferences
- Login history

INFORMATION SOURCE AND SECURITY

The information in Family Access is "real time" based on the data in the district's Skyward Student Information System. **Please keep in mind that grades are fluid and can change daily/weekly as the teachers add assignments and grades to the system**. Please allow up to 5 days after the due date for most assignments to be posted in the gradebook (larger assignments and projects may take longer).

Family Access is a password protected site intended for use by the specific user to whom the account was issued. PLEASE KEEP YOUR USER NAME AND PASSWORD CONFIDENTIAL to avoid unauthorized use of your account. Each parent and student will be issued a unique user name and password. Parents have different levels of access and different types of information than what the student will have. It is important that you use the account that was created for you. Other industry standard security measures are in place to ensure that information is secure and safe.

GETTING STARTED

USER NAME AND PASSWORD

A user name and password are required to use Family Access. Your e-mail address is stored on your student's record in Skyward and is available for you to edit in Family Access. **User login credentials will never be provided by phone.**

The first time you open Family Access, click the ***Forgot User Login/Password*** link in order to send an e-mail to your e-mail address on file. This email will provide your user name and a link to reset your password.

LOGGING IN

Follow these steps to login to the system:

1. Go to USD232's webpage www.usd232.org.
2. Click on the ***Parents*** drop down menu and select ***Family Access.***
3. Click ***Launch Family Access.***
4. Enter your unique ***user name*** and ***password.***
   NOTE: District employees that have students enrolled in our district login with their secure USD232 network login and password.
5. Click the ***Sign In*** button.

FORGOT YOUR LOGIN/PASSWORD

If you have forgotten your password, click ***Forgot your Login/Password***. Family Access will send an e-mail to the e-mail address on file. The e-mail will contain your login and a link that can be used to reset your password.
NOTE: The forgot password link will not function if 1) USD232 does not have a valid e-mail address on file for you; 2) your e-mail address on file is also attached to another guardian in Skyward; or 3) you are a district employee.

HOW TO CHANGE YOUR PASSWORD AND/OR E-MAIL ADDRESS

Login to Family Access and click the ***My Account*** button to change your password and e-mail at any time.
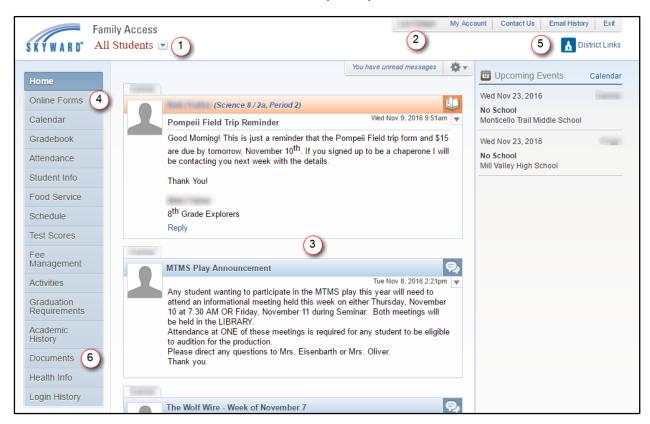
Navigating Family Access

The navigation links below will be available to you on any Family Access screen. Use these links to quickly navigate through the system.

1. For families with multiple USD232 students, use the ***All Students*** drop down menu to select the student for whom you wish to view information or view all students at one time.
2. Use the ***My Account*** link to turn on/off options such as Google Translator and Email Notifications. After Google Translator has been selected, a link to select a different language will be displayed.
3. While on the Home page, the center section will display messages from your student's school. The right side of the screen shows upcoming events from the calendar.
4. Use the ***Online Enrollment OR Online Form*** links to enroll your returning student for next year or to register your student for Athletic programs. These options are available only during various times throughout the year.
5. Click ***District Links*** to make online payments for lunch accounts and school fees. The link to e~Funds can also be accessed under the Food Service screen.
6. Use the ***Documents*** link to view current and past report cards, awards and attendance letters.

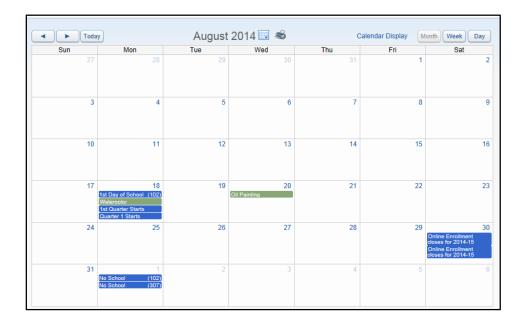# Online Enrollment / Online forms

In an effort to reduce the volumes of paper sent home every year and to streamline the enrollment process, USD232 implemented Online Enrollment and the use of Online Forms in Family Access. These forms are available during various times of the year. Your school will notify you when it is time to complete certain forms.

CALENDAR

The calendar gives you an option of showing different types of information, although not all of the options are used by USD232 at this time. You can color-code the information for each of your students by clicking the **Calendar Display** link.

Below are the types of information used by USD232:

- Absences/Tardies
- Gradebook Assignments & Grades Earned
- Activity Events

Daily assignments (3rd-12th grade only) will show up on the dates they were due. Absent and/or tardy marks are included too. Click on an assignment, grade, or attendance mark to view more information about that item.
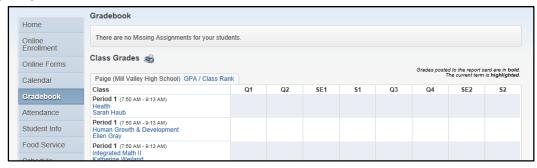
When teachers enter assignments in their gradebook in advance of the due date, the assignment and any details they have included in the gradebook, will be visible on your calendar so you can help your student stay on top of upcoming assignments and tests.

GRADEBOOK

The gradebook displays for 3rd-12th grade students only and will show current assignment information in real-time. **Please know that the term grades are not finalized until you see them printed on a report card in Family Access at the end of the quarter or semester. Grades will continue to change until all the grades are entered.**

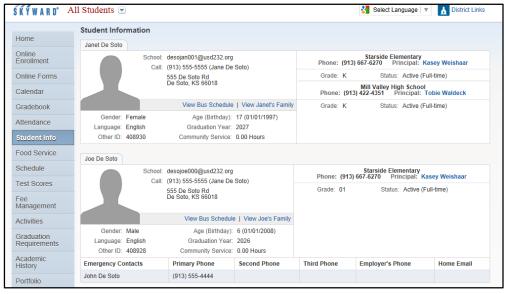Missing assignments will be listed above the Class Grades section.

ATTENDANCE

Attendance information is real-time, so absences will be recorded throughout the day. In some instances, the attendance may change during the day. For example, a student may be marked absent at the beginning of the period, but later marked excused tardy for having brought a pass to class. Please realize that the office may not update the attendance until later in the day.
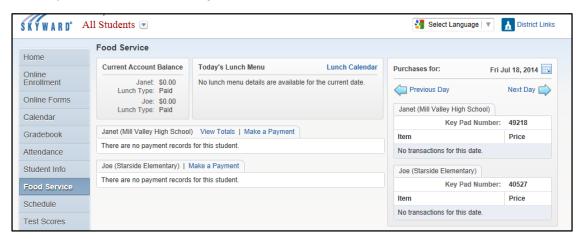
STUDENT INFORMATION

The student information screen will show general demographic and contact information we have on file about your student. If there is any information that needs to be modified, please contact your child's school secretary to make the necessary changes.
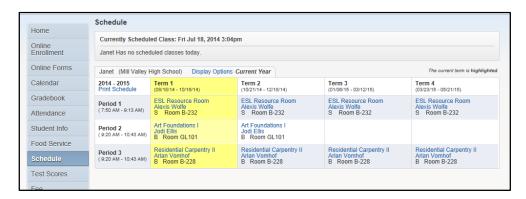

FOOD SERVICE

The food service link includes tabs for current balance and a summary of payments and purchases for the current year. Click the **Make a Payment** link to launch e~Funds.

SCHEDULE

The student's class schedule can be viewed by *Current Term* or by *Current Year*. The schedule includes the period, term, meeting time, a link to each teacher's e-mail address, room location and credit earned.

FEE MANAGEMENT

Fee Management displays the fees that are charged for things such as required registration fees and class fees. The current unpaid balance, amount charged, total paid, and amount due are displayed. Click the **District Links** link to launch **e-Funds** to make an online payment.

ACTIVITIES

Family Access Activities will show you the activities in which your student is participating. Not all activities are sports-related or formal after-school activities. Activities also allow the school to group students together so that a sponsor may watch over a student. To send an e-mail to the Coach/Sponsor, click the Activity Leader's name link to create an email. If the Coach/Sponsor has created events to post to the calendar, you can view the events detail by clicking **Show Events.**

GRADUATION REQUIREMENTS

This feature allows parents to view their student's current status in the progression to earn the credits necessary for graduation. Use this information to develop a personal plan for successfully completing the credits needed by the deadlines imposed by the district in accordance with state guidelines.
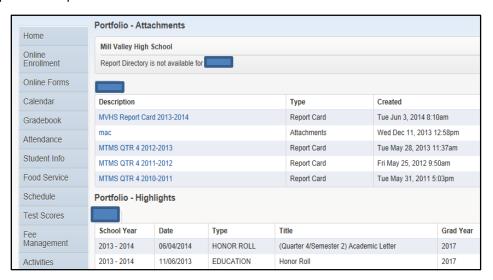
ACADEMIC HISTORY

Here you can view all the classes a student completed throughout his/her enrollment in USD232 schools along with the grades earned.

NOTE: This window is available to families of secondary students only.

REPORT CARDS AND HIGHLIGHTS

Report Cards

Report cards are posted quarterly and are available throughout the year. Click the report card link to open and print the report card in Adobe Reader.
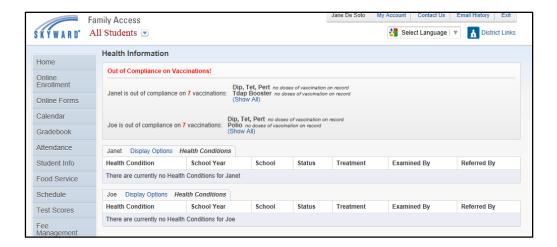

Highlights

Schools may record where high school transcripts have been sent plus display a variety of highlights. When the school runs their Honor Roll report, they may choose to display this award as a highlight. Also, schools may choose to record certain academic or sports achievements on this screen.

HEALTH INFORMATION

On the Health Information screen you can see records of visits your child made to the nurse's office, vaccination history, medications and any health condition on record for your child.

You can verify that the health information stored in Skyward is correct. During Online Enrollment you will be asked to review this information and submit any changes to your child's records.

LOGIN HISTORY

Family Access keeps a login history for you as a security measure so you can see who recently logged in and what they looked at. We encourage you to check your login history periodically to make sure the dates of use and types of things looked at are consistent with what you had viewed in your previous online visits.

E-MAIL NOTIFICATIONS

Access to set-up automated e-mail notification is found under the *My Account* link (top row of screen). You can select options to be notified about including daily attendance, food service, and grade information. The low assignment/class percent sets the percentage at which Family Access will send e-mail notifications about low scores. Similarly, the high percentage will notify you when scores are above that average. Check the box to *receive weekly grading notifications* and then set the percentages you'd like to use for your student(s) and click *Save*.