

YOUR LOGIN ID AND PASSWORD



*NEW for the 2014-15 school year!*  
**Skyward Family Access**  
*(Formally Parent Connect)*

Thank you for signing up for Family Access. Family Access is a web application that provides you with direct access to student data via the Internet. Using a confidential Login ID and password, you can login using a web browser and view your child's data, such as progress reports, attendance records, report cards, transcripts and more. Family Access allows you to view, in one session, data on all your enrolled dependents in the district, even if there are multiple school sites.

For more information on Skyward Family Access, go to our ACS Parent Resources page at [http://algonac.k12.mi.us/resources/parent\\_resources/index.html](http://algonac.k12.mi.us/resources/parent_resources/index.html) and look under Skyward Family Access.

**Using the Login ID and Password on the label above,  
follow these directions to login to Skyward Family Access**



**1. Go to our district Skyward Family Access page:**  
[http://algonac.k12.mi.us/resources/parent\\_resources/skyward\\_family\\_access.html](http://algonac.k12.mi.us/resources/parent_resources/skyward_family_access.html)

**2. Enter your Login ID and password, click on Sign In:**

**Login ID:** This is a unique name assigned to each contact. (ie: robert.smith)

**Password:** Use the default assigned password for your first logon. *Passwords were randomly generated and are case sensitive.* It is suggested you change your password the first time you connect. (Click on Account Info on the main page)

**Problems logging in or do you have any questions?** Please review the information on the districts Family Access website first.

If you still have questions, click on the help link on the website and fill out the online form.

## Family Access Main Page

Once you login, the main page of Family Access will appear. The sections below outline the various areas within Family Access.

At the top of the screen you will see the name of your child. *If you have more than one child in the school district, you can click on the drop-down arrow to select other children.*

Skyward Family Access - Windows Internet Explorer

Student: [dropdown] School: [dropdown] English | Spanish Account Info Print Logout

Previous Month **September 2013** Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3 1st Day of School	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

Show Absences/Tardies  Show Gradebook Assignments (Grade Earned)  
 Show MC-Messages  Show AC-Activity Events  
 Show ST-Student Tests  Show Lunch Menus  Show Items

100%

## Account Info

In the upper right hand corner of the screen is the Account Info button. This button can be used to change your login password or add/edit your email address. Please review and make sure all information is correct.

*We highly recommend that an email address is listed for all parents/guardian's.*

## Links on the Main Page

Click on the different links on the left side of the page to view the variety of information offered for your child.

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## **Calendar**

The calendar shows the term days of school as well as assignments for your child. Moving your mouse over any assignment will tell you the name of the assignment, the class, and a grade on the assignment if it has been graded. It will also tell you if it is a missing assignment. Clicking on any assignment will open more information about the assignment.

## **Gradebook**

This page shows the student's schedule, the teacher, and the current grades in each class. You can click on the teacher name to send an email to the teacher. You can also click on the underlined grade to view the assignments that make up that grade. Near the top of the screen, you will see a tab called Missing Assignments. Selecting this button will show you any missing assignments that your child has in any class. Please note that a "missing assignment" shows if the due date of the assignment has passed and the teacher has not yet input a grade. Therefore, an assignment may or may not actually be missing. Next to the Missing Assignments button is a Comments button that will show any comments a teacher may have entered related to any assignment.

## **Message Center**

This area will show any messages that a Teacher or Administrator has sent via the message center. If you have an email address on record, you will be emailed the message.

## **Attendance**

The attendance page will allow you to view attendance by calendar, day, or term totals.

## **Schedule**

Clicking on the schedule link will show your child's current schedule.

## **Discipline**

The Discipline link will show any discipline records for our child.

## **Food Service**

The food service link will give you information regarding your child's food service transactions.

## **Report Cards**

The Report Cards link will have the student's report card attached at the end of each term.

## **Academic History**

The Academic History link gives the parent all past grades for their child. Since we have just switched to Skyward, there is currently no data in this section.

## **Login History**

The Login History screen shows a record of when you have logged into Skyward.