# Skyward Family Access Login Directions

Vicksburg Community Schools is pleased to announce the launch of the Skyward Student Management System. Skyward has a family access tool which offers parents/guardians electronic access to your students' academic records, attendance, report cards, and other information.

This portal also provides you with self-service options to update email addresses, phone numbers, and other related items.

First time using Skyward?

Follow these easy steps to register

Make sure your email is on file and up to date with your school. This should have been included with your enrollment information.

Navigate to <u>www.vicksburgschools.org/skyward</u> to access the login screen.

Click on the "Forgot Password" link, which is just underneath the 'Sign In' button.

Enter the email you have on file with your school and click "submit".

You will receive an e-mail with "Forgotten Login/Password Assistance" in the Subject. This email contains your Login ID and instructions to reset your password.

Note: If you do not receive a password reset email within 10 minutes, please check your spam folder inside your email client. From time to time, spam filters trap Skyward emails. If the email is not in your spam folder, it is likely we don't have your correct email address on file. Please click <u>HERE</u> to download our paper registration form. Once complete simply return this form to your schools office.

# Logged in - Now What?

Now that you are logged in you should be able to see your student(s) information. Please take a moment to navigate around the site and double check the information we have on file. Below are instructions on how to complete a few common changes.

# To make changes to Emergency Contact Information:

Choose Student

Click STUDENT INFO (left hand side tabs)

Click REQUEST CHANGES FOR (STUDENT NAME)

Click EMERGENCY CONTACTS to edit existing Emergency Contacts

Click ADD EMERGENCY CONTACT and add non-household contact information - grandparent, neighbor, etc. (Add Emergency Contacts for each child)

# To make changes to Address:

Choose Student

Click STUDENT INFO (left hand side tabs)

Click REQUEST CHANGES FOR (STUDENT NAME)

Click Family Address

# To make changes to Family Information, Emergency or Health Information

Choose Student

Click STUDENT INFO (left hand side tabs)

Click REQUEST CHANGES FOR (STUDENT NAME)

Choose Selection to make changes

# Important Note:

The contact information you add to your Skyward account is used by our alert system to notify you about school closings, transportation notices and potential emergency notifications. You may select multiple ways in which you would like to receive these messages (phone, email, text).

# **Skyward Access User Agreement**

Vicksburg Community Schools <u>Skyward Family Access Acceptable Use and Safety</u> <u>Policy</u>.