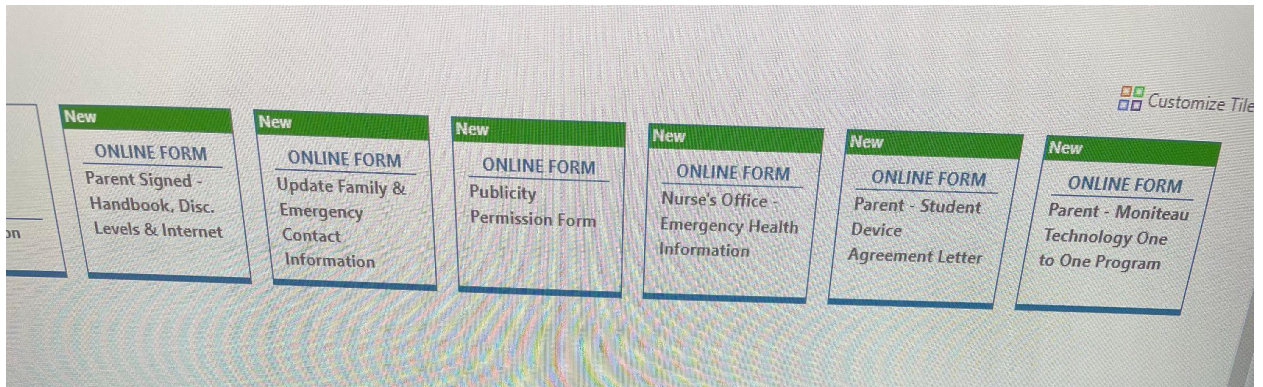


DIRECTIONS FOR COMPLETING ONLINE FORMS IN SKYWARD FAMILY ACCESS



The following step by step directions are meant to help you if you need assistance. Please understand this process is very easy. Once you log in to Family Access, you can simply follow the prompts on the screen. You may also call the elementary school office if you need assistance. We will be glad to assist you.


1. Sign in to the Skyward using your assigned username and password.
If you have access to more than one portal, you may need to click the ✓ icon next to the 🏠 icon and select Family Access from the Home drop-down menu.
2. You will see the Family Access tile screen, where you can view tiles for all of your children.
3. Click on each of the online form tiles to view, complete and/or sign.



4. The name of the tile displays as the name of the online form. For example, a form for updating family contact information (phone numbers and email addresses) for the new school year appears as **Update Family & Emergency Contact Information**.
Online forms are specific to each student and must be selected for each individual student if you have more than one child in your household.
5. You will see the Online Form screen, which displays the instructions for the form or Step 1 of the form, depending on how the form is configured. If you see the instructions, continue to the next step.
6. Carefully read all instructions included on the initial screen for the online form.
7. Click Start to begin completing the online form.
8. You see the first screen of the online form.
9. Complete the fields for the steps as necessary.

10. If you make a change to a field on one step, then click another step using the navigator near the top of the screen, the information is saved, but the step you were on is not marked as complete.
11. Click Complete & Next near the bottom left of the screen once you are finished entering information.
12. Alternatively, if you wish to return to a previous step, click Previous near the bottom left of the screen.
13. If the form has multiple steps, you see the next step of the online form. Continue to the next step.

A  icon displays in the step you just completed to denote the successful completion status of the step. An exclamation mark icon indicates the step is incomplete and must be revisited and completed. You must successfully complete each step in order to submit the online form.
14. Complete all required steps for the online form.
15. Some forms may include optional steps. If the form includes a review page, continue to the next step.
16. Click Complete & Review at the bottom of the final required step.
17. The Complete & Review option also displays at the bottom of any subsequent optional steps.
18. You see the Online Form Review screen, which displays the details of each completed step of the online form. You can modify information for a step by clicking the  icon at the right of the screen beside the appropriate step.
19. When you have reviewed the information entered for each step, check the box at the bottom of the screen to confirm all the above information is correct.
20. Checking this box is required in order to submit the online form.
21. Click Submit Form at the bottom of the Review step.
22. Depending on how the form is configured, you see either a confirmation message thanking you for completing the form, and providing a link to return to the dashboard or you return to the Family Access tile screen, where the tile for the form is listed as Completed with the date.

If you wish to review completed online forms, you can navigate to  > Family Access > Online Form and select My Online Forms History under Features. Then, click Review to the left of the form you wish to review. Only forms with a status of Approved or Auto-Approved will be available for review.

You have successfully completed and submitted an online form in *Family Access*.