Instructions for Updating your Email Address
and/or Phone Number in Skyward.

Dear Parents,

If you need to update your phone number of email address in Skyward, please follow the steps below.
Home addresses cannot be changed in Skyward until our school offices re-open and the Address Verification process has been completed. If you have questions, please call your school's office.

STEP #1: Login to *Skyward* and access your child's information in "Family Access." **Please make sure you're using your login User Name and Password and not that of your child's.** *(If you do not know your Skyward login information, please call your campus for this information.)*
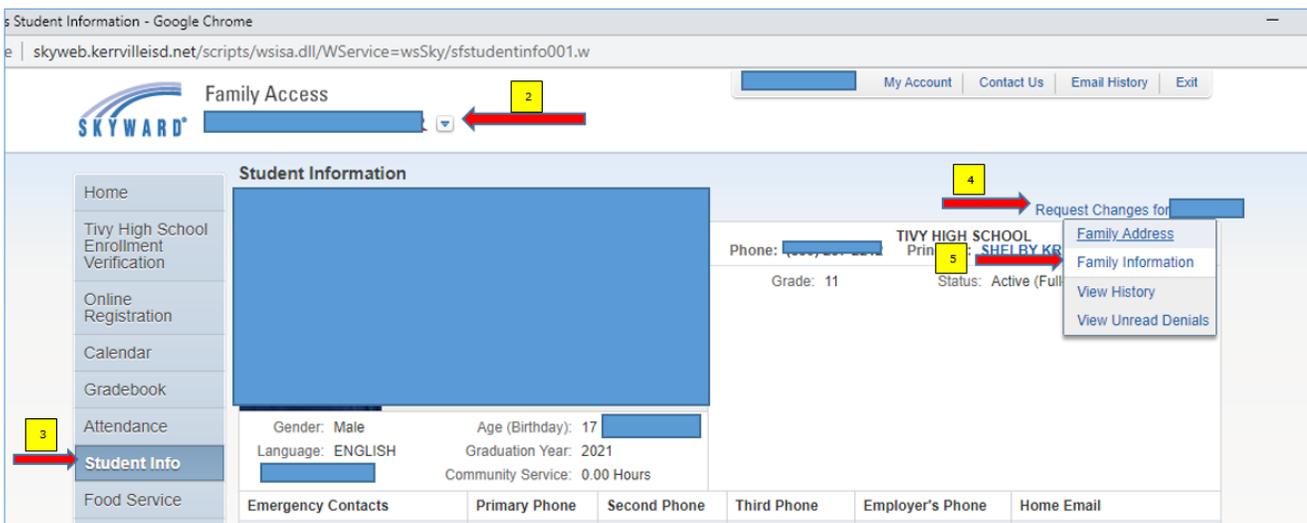
STEP #2: If you have more than one child, select your child's name from the drop-down menu located in the top left corner of the "Family Access" screen.

STEP #3: Select "Student Info" from the menu on the left.

STEP #4: Click on "Request Changes for *(your child's name)*."

STEP #5: Select "Family Information" from the drop-down menu on the right side of the screen.

SAMPLE:

STEP #6: Make desired changes on the "Family Information" screen and then click "Save."