

Glen Ellyn District 41 – Skyward Family Access Procedures

Table of Contents

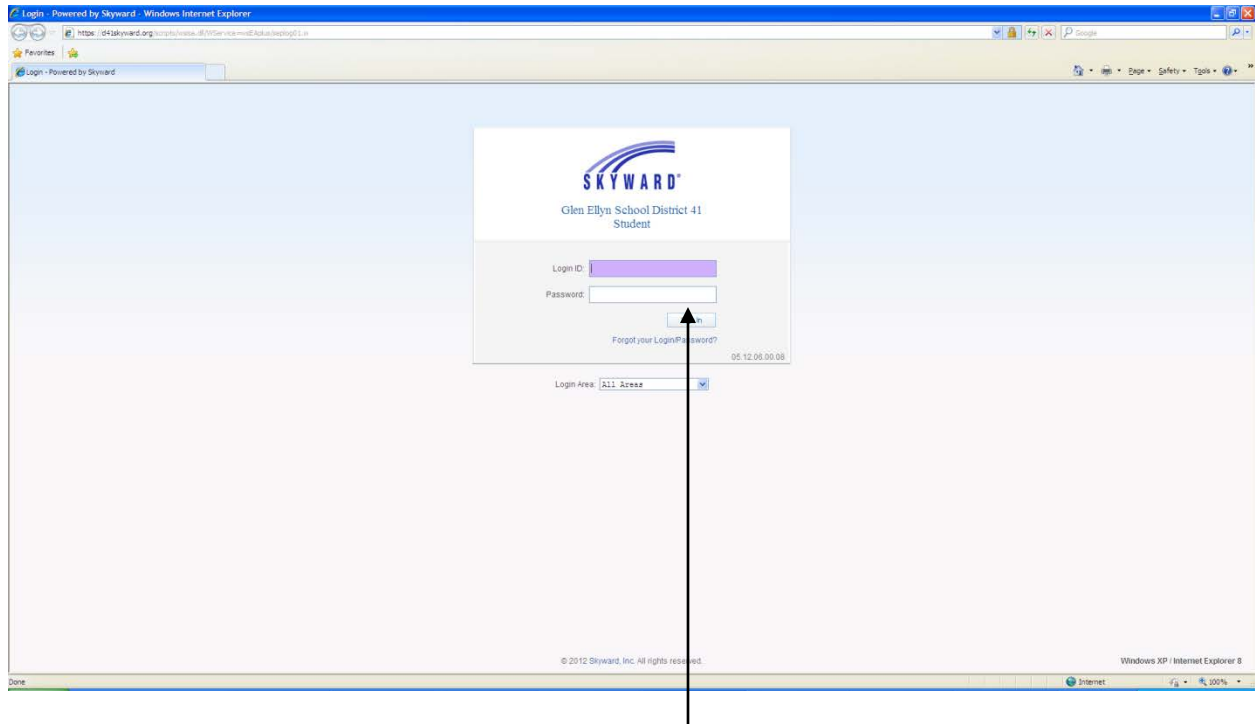
Page #	Content
2	Login Screen
3	First time user – Mandatory to change password
4	Home Page
5	Attendance Link
6	Test Scores Link
7-10	Fee Management and Food Service payments
11	My Account
12	Schedule Link
13	Calendar Link, Teacher Conference Link, Student Info Link
14	Skylert

Glen Ellyn District 41 – Skyward Family Access Procedures

Clicking on the Skyward Family Access button from the web page will bring you to the main login screen.



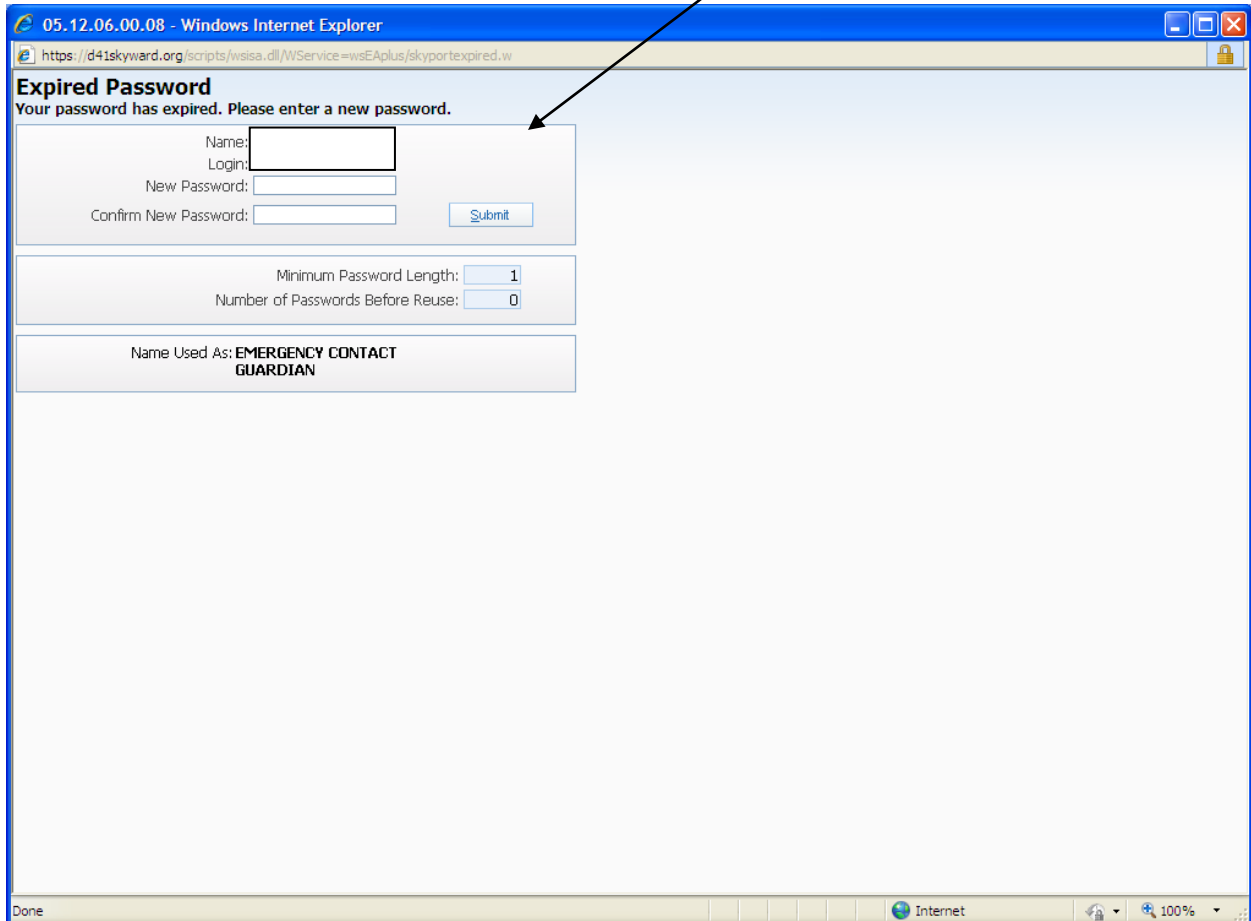
Enter your login and password.



If you forgot your login or password, click on the hyperlink below the Sign In button and it will take you to another screen with a link to select to reset your password.

Glen Ellyn District 41 – Skyward Family Access Procedures

Skyward requires you to change your password when you first login. This will be the screen you will see after you login. Enter your new password and confirm it and then submit. Make a note of your password for future reference.



05.12.06.00.08 - Windows Internet Explorer
https://d41skyward.org/scripts/wsisa.dll/WService=wsEPlus/skyportexpired.w

Expired Password

Your password has expired. Please enter a new password.

Name:	<input type="text"/>
Login:	<input type="text"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

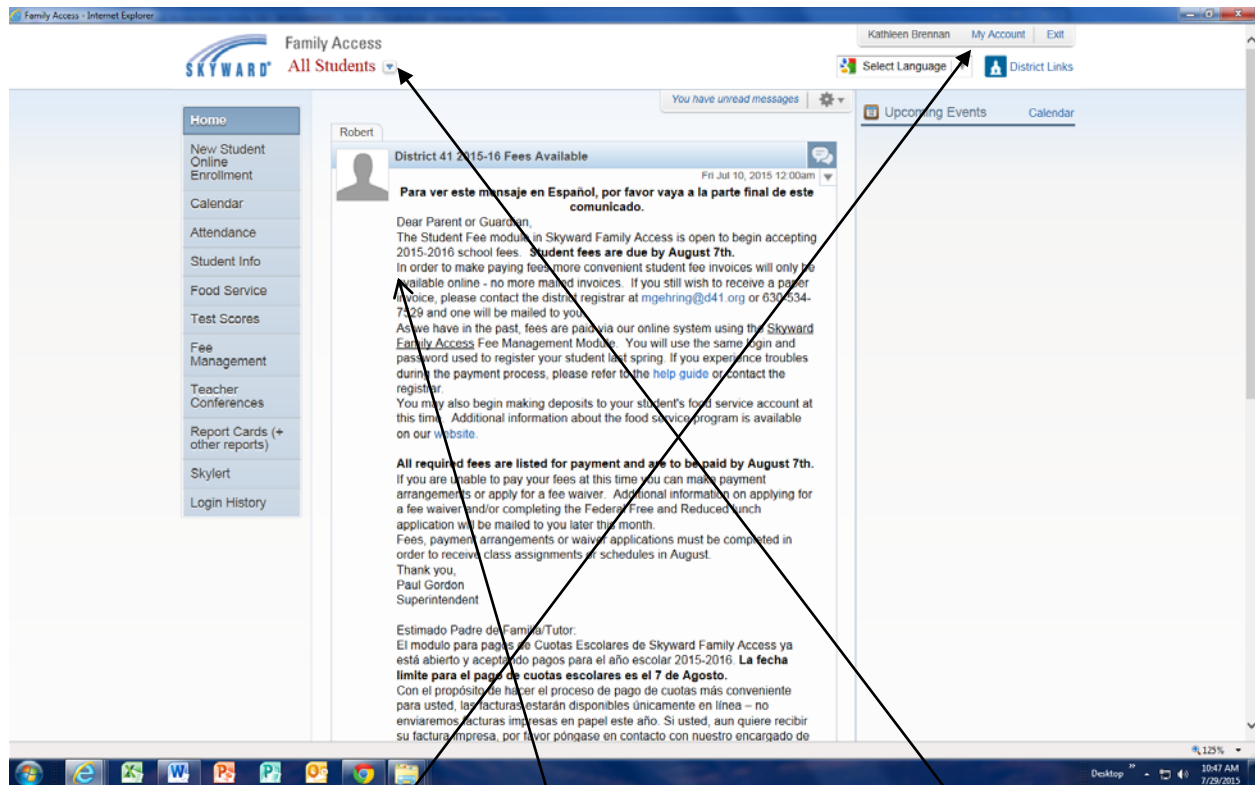
Minimum Password Length:
Number of Passwords Before Reuse:

Name Used As: **EMERGENCY CONTACT
GUARDIAN**

Done Internet 100%

Glen Ellyn District 41 – Skyward Family Access Procedures

This is the first screen you will see.



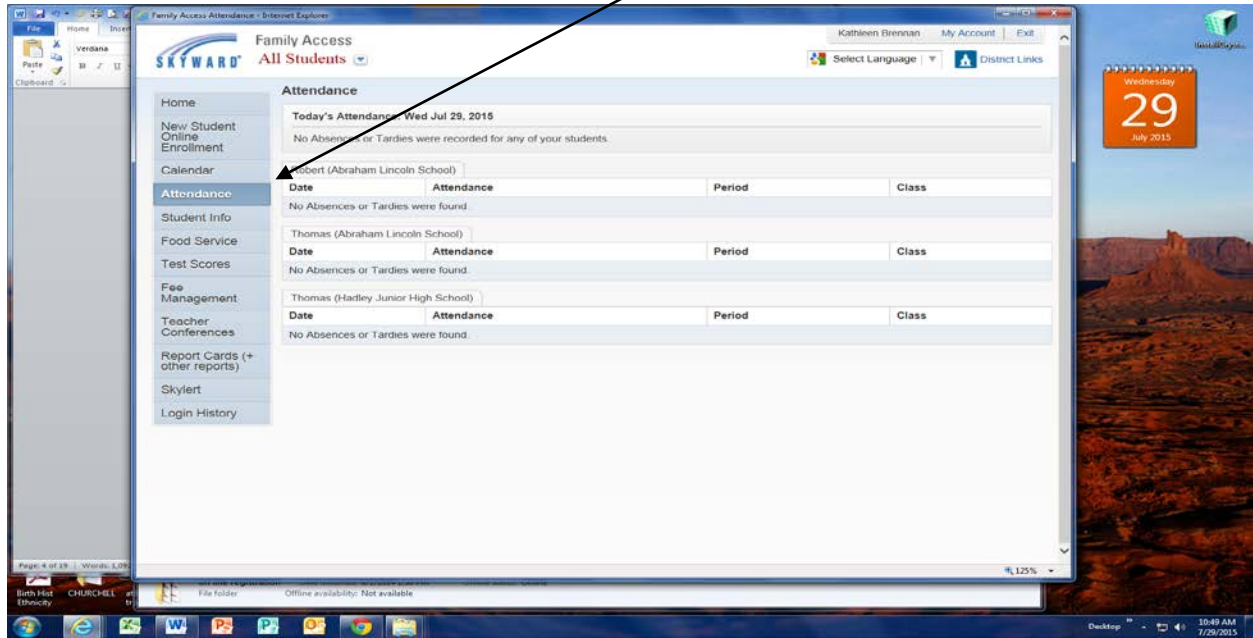
If you have more than one child actively enrolled in D41, you will use the down arrow next to All Students at the top to toggle between your children to see their specific information.

If you need the screens translated into a different language, please click on the Select Language button.

If there are any messages from a teacher or the district, those would appear on this screen.

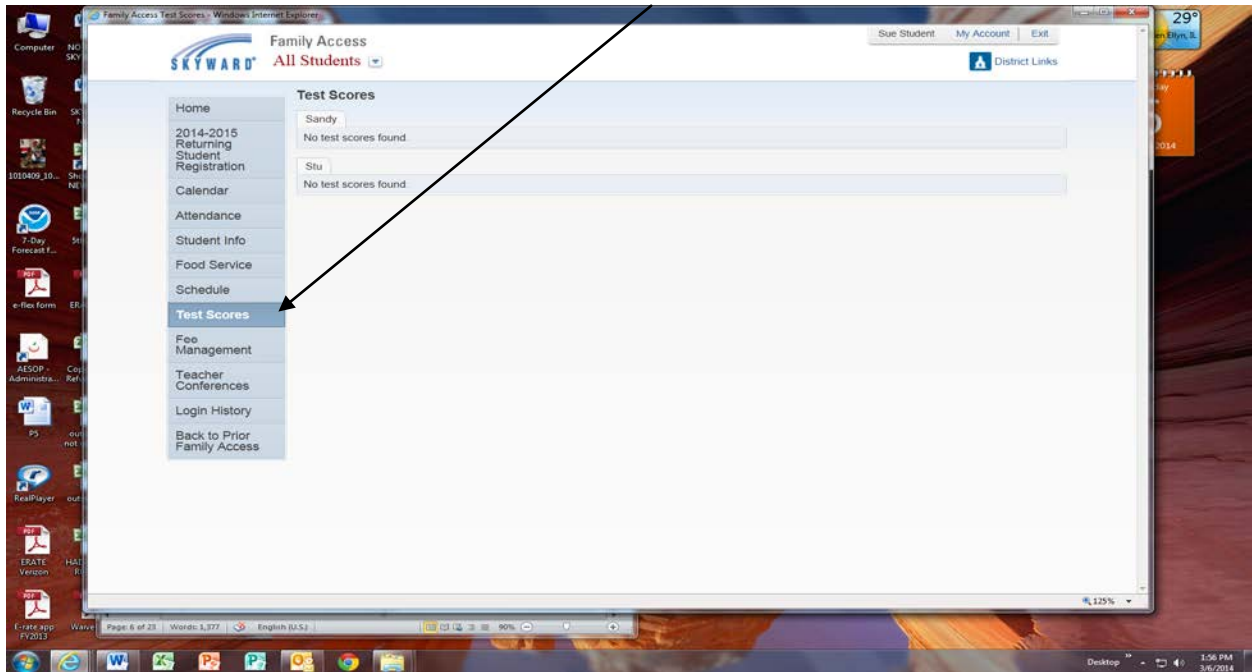
Glen Ellyn District 41 – Skyward Family Access Procedures

This screen appears when you select the Attendance link.



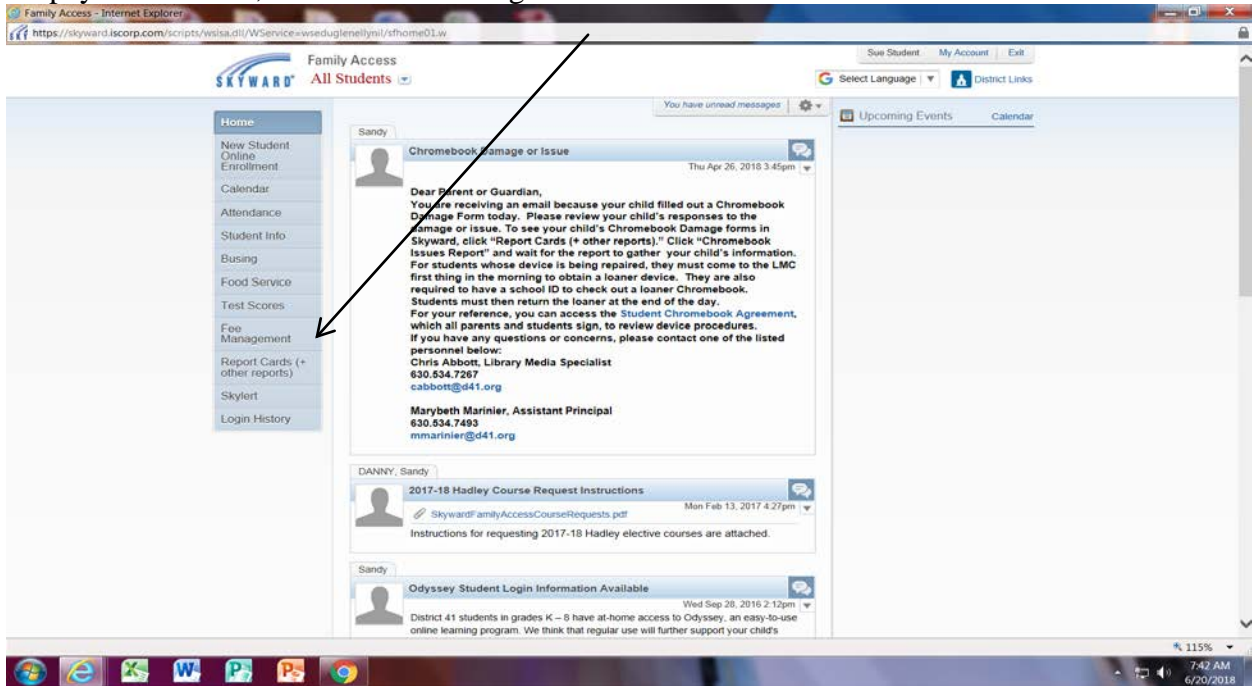
Glen Ellyn District 41 – Skyward Family Access Procedures

This page appears when you select the Test Scores link. This will be where all standardized tests will be stored for your child.

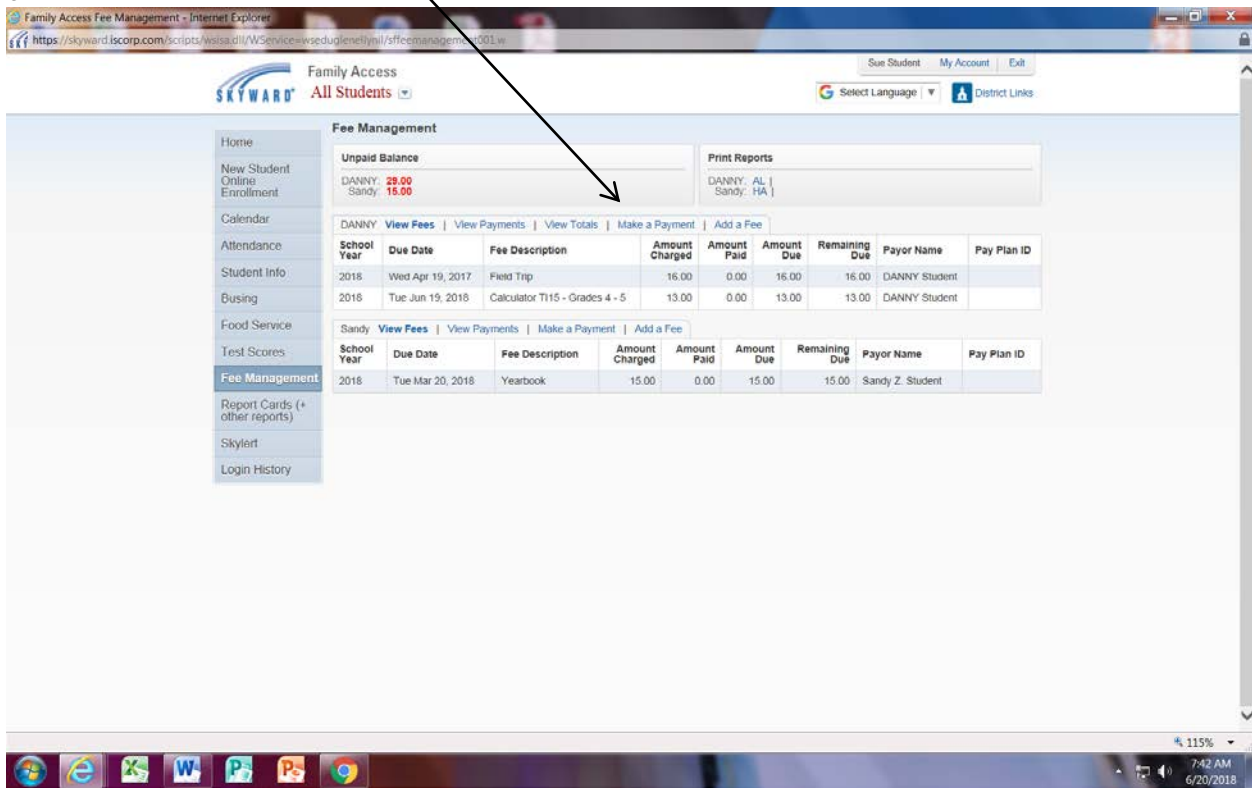


Glen Ellyn District 41 – Skyward Family Access Procedures

To pay student fees, click on Fee Management or Food Service

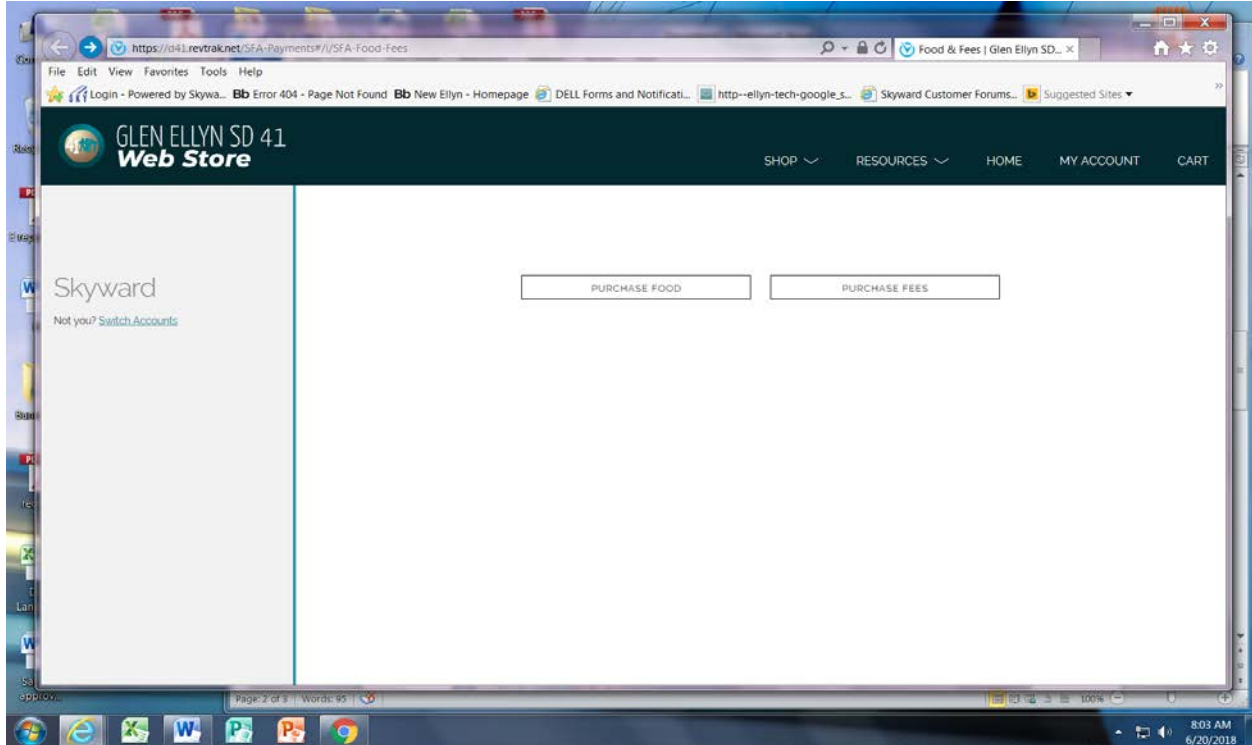


You will then see this screen, click on make a payment for the child you wish to make a payment on

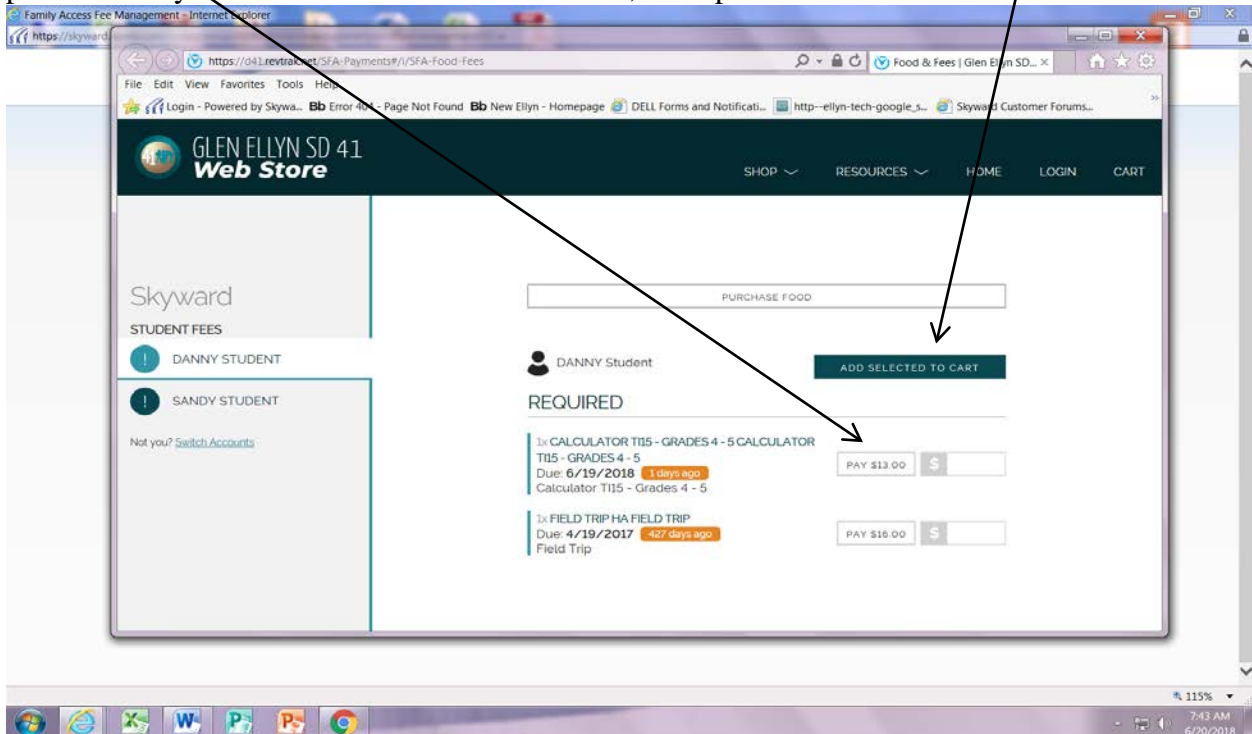


Glen Ellyn District 41 – Skyward Family Access Procedures

Choose either purchase food or purchase fees or click on my account to update payment information (credit/debit card information)

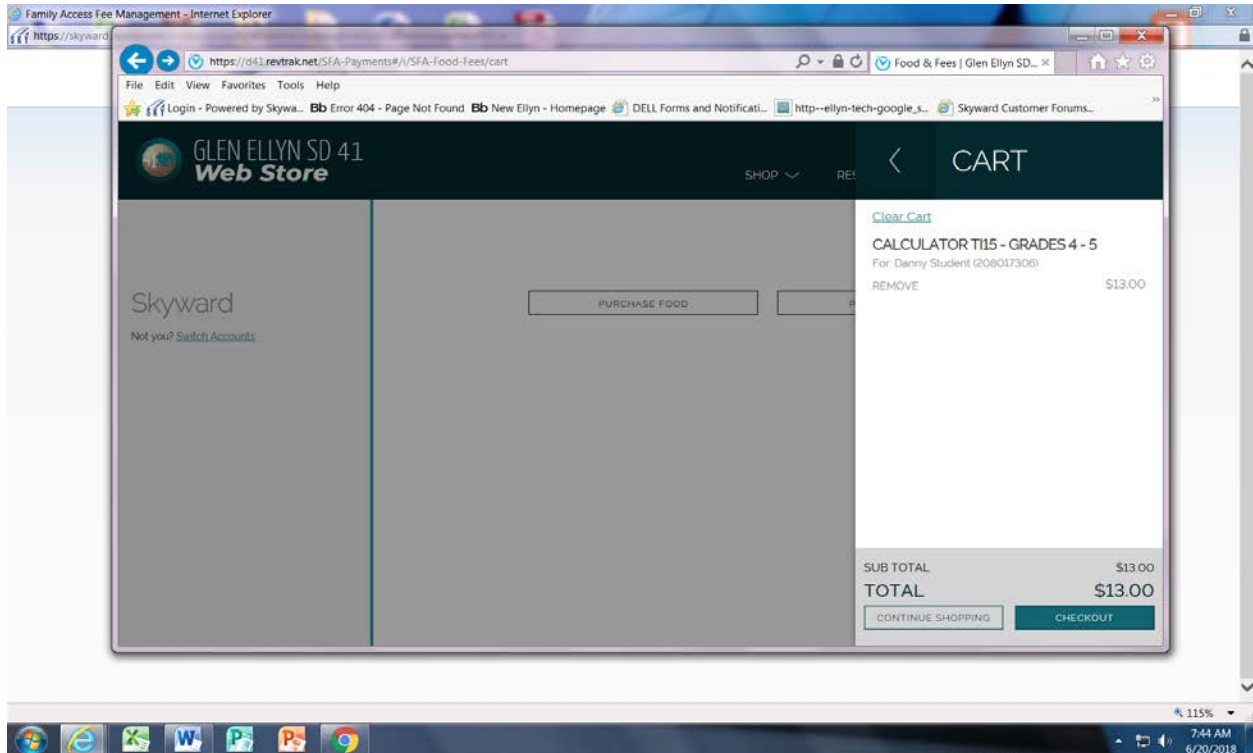


You will see fees assigned to your student as well as optional items that can be purchased, click on the Pay (amount) for each item you wish to pay for, then the Add Selected to Cart button. To put funds on your student's food service account, click purchase food.



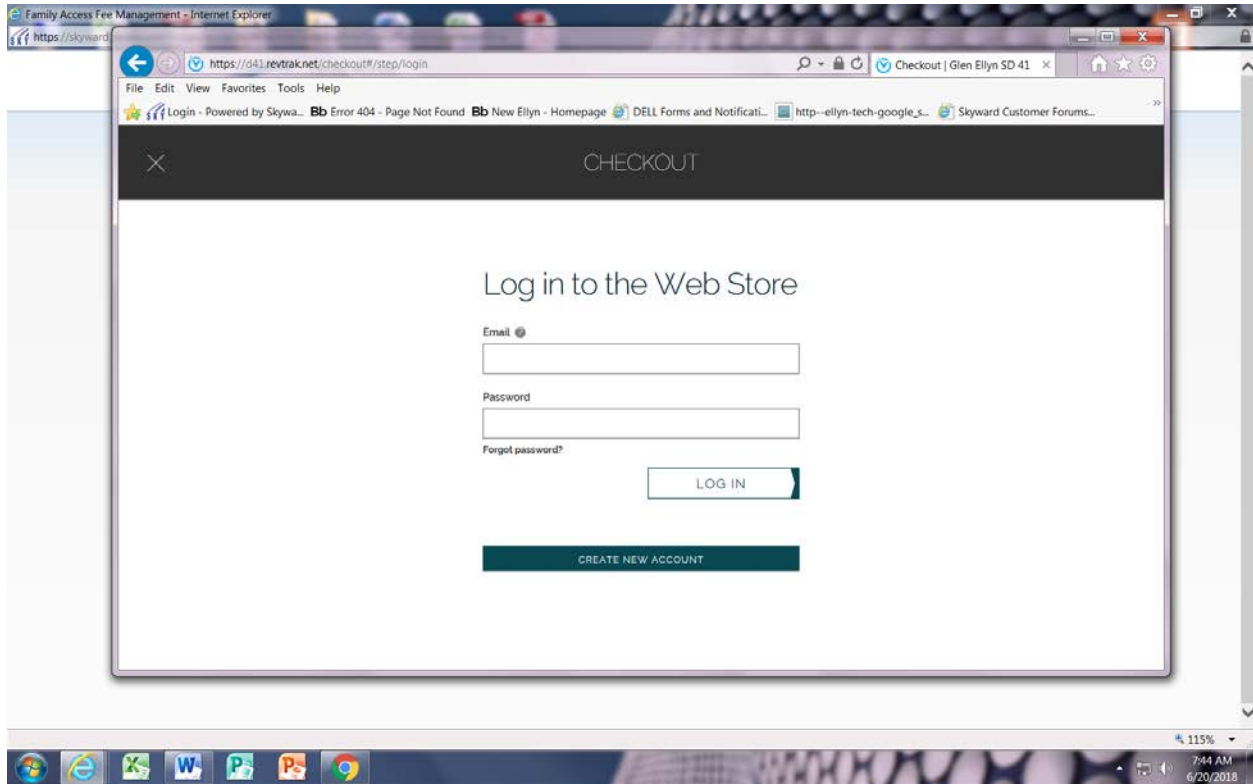
Glen Ellyn District 41 – Skyward Family Access Procedures

If ready to checkout, click the checkout button or continue shopping, where you can choose another student



Use the email and password you have already established to log into the Web Store. If a new customer click on Create New Account. Continue with the prompts to complete your purchase.

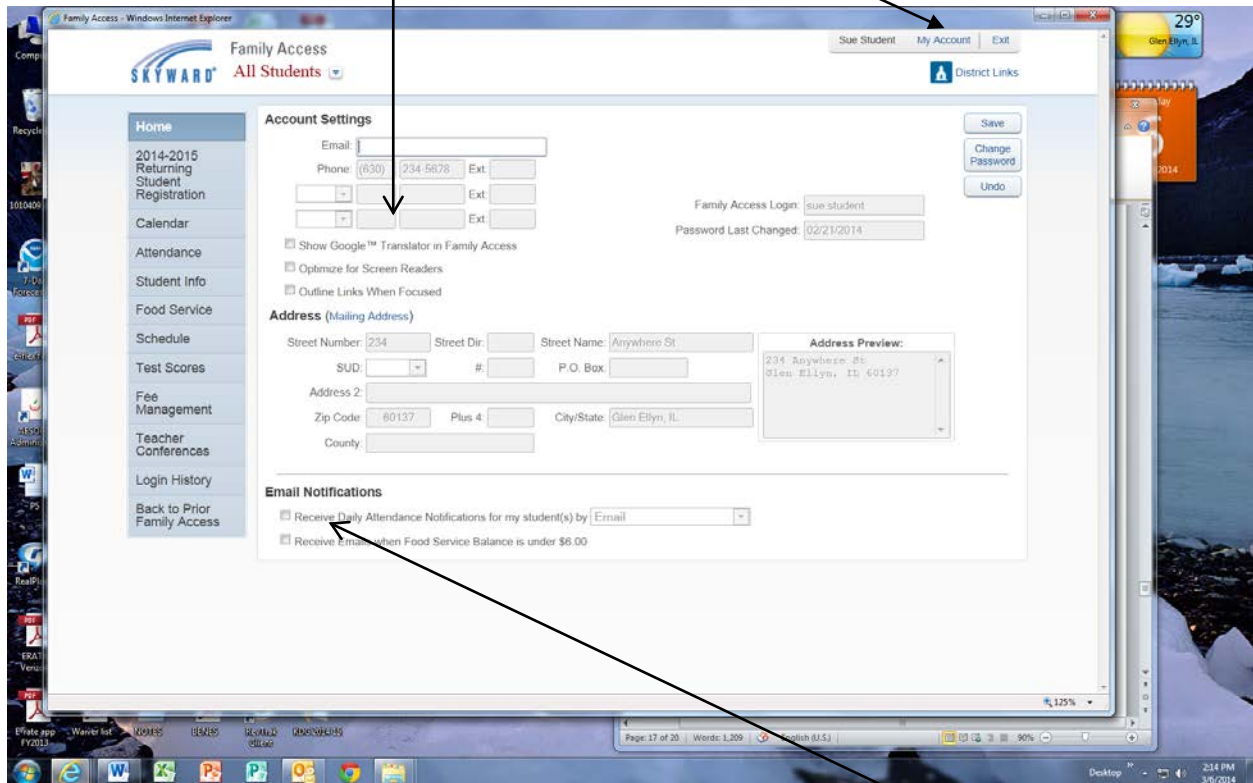
Glen Ellyn District 41 – Skyward Family Access Procedures



You will be given the option to print out a receipt if you wish.

Glen Ellyn District 41 – Skyward Family Access Procedures

This screen appears when you select My Account. You will see the demographic information we have for you listed here. You may change your e-mail address here. If you have an address change, you must contact your school's office.



You may also choose to received daily attendance notifications and/or receive emails when your child's food service balance is under \$6.00 by checking the appropriate box.

Glen Ellyn District 41 – Skyward Family Access Procedures

This screen will appear when you select the Schedule link. This will show the current year and current terms schedule only.

The screenshot shows the Skyward Family Access interface. The left navigation menu includes: Home, 2014-2015 Returning Student Registration, Calendar, Attendance, Student Info, Food Service, **Schedule**, Test Scores, Fee Management, Teacher Conferences, Login History, and Back to Prior Family Access. The main content area is titled 'Schedule' and shows results for three students:

- Sandy (Abraham Lincoln School)**:

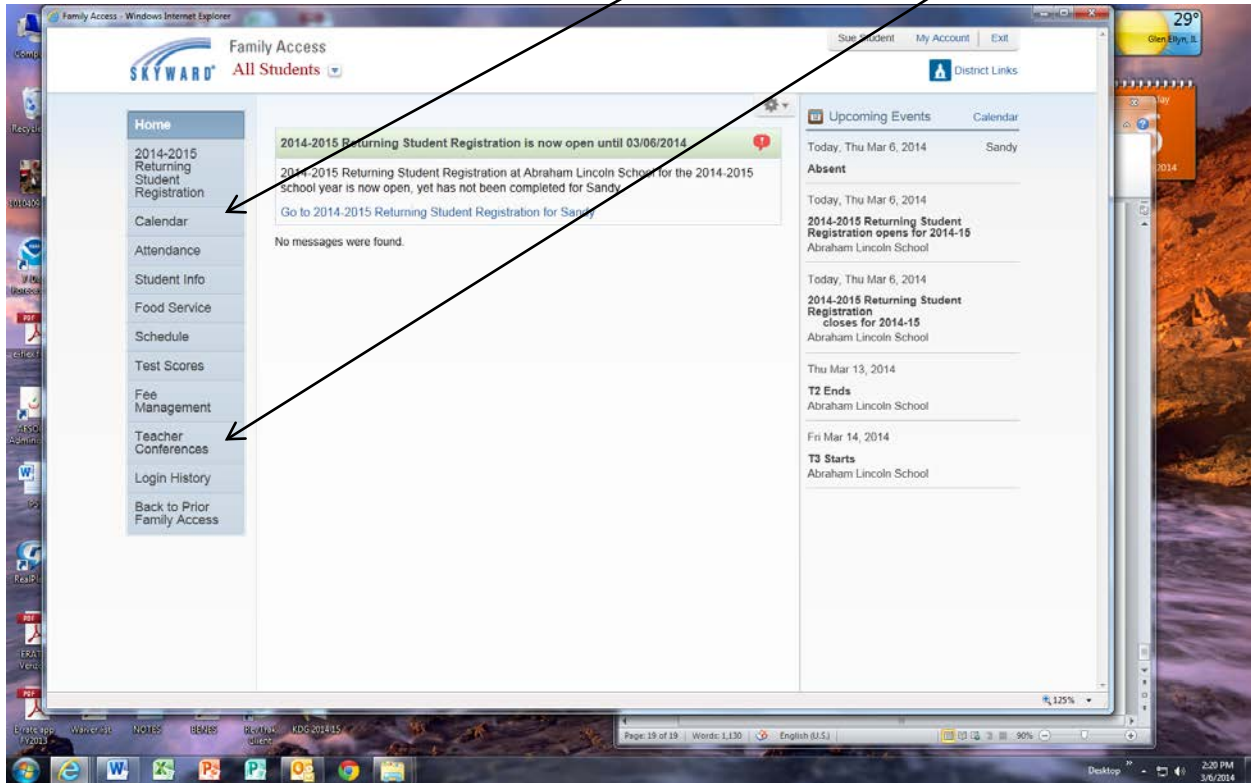
2013 - 2014	Term 1 (08/26/13 - 11/22/13)	Term 2 (11/25/13 - 03/13/14)	Term 3 (03/14/14 - 06/05/14)
No Schedule was found.			
- Stu (Abraham Lincoln School)**:

2013 - 2014	Term 1 (08/26/13 - 11/22/13)	Term 2 (11/25/13 - 03/13/14)	Term 3 (03/14/14 - 06/05/14)
No Schedule was found.			
- Stu (Hadley Junior High School)**:

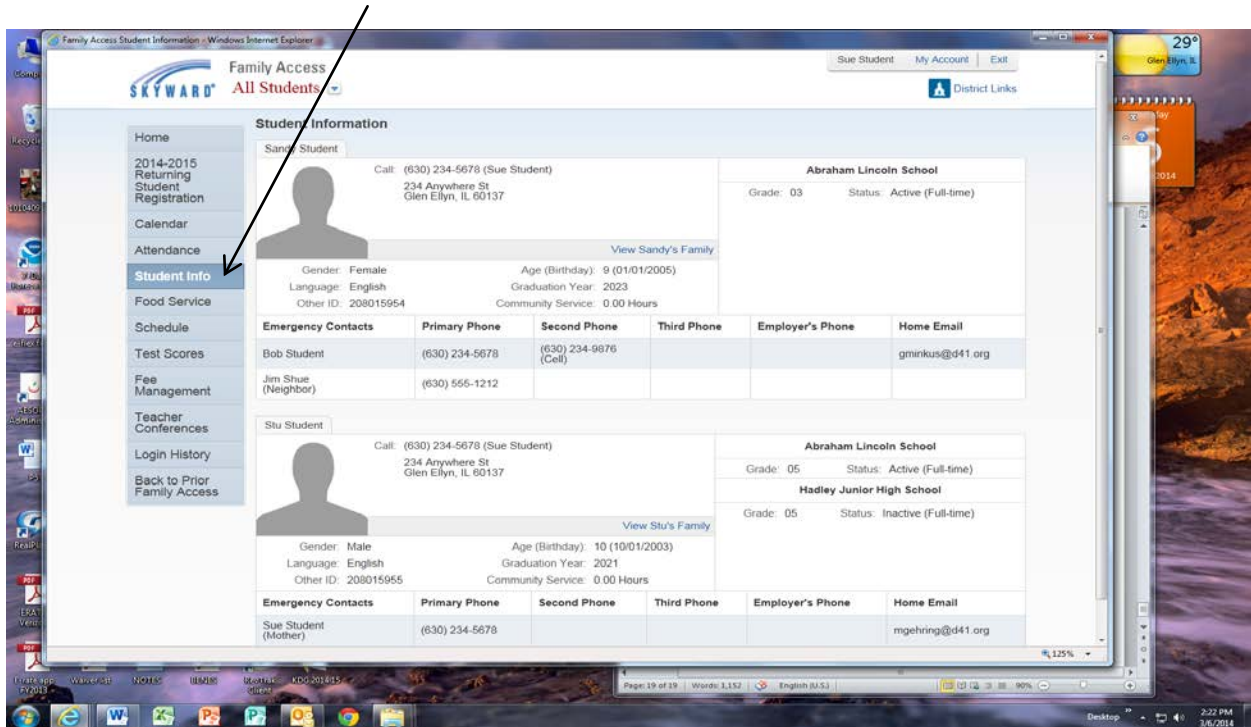
2013 - 2014	Term 1 (08/26/13 - 10/25/13)	Term 2 (10/28/13 - 01/17/14)	Term 3 (01/22/14 - 03/21/14)	Term 4 (03/24/14 - 06/05/14)
No Schedule was found.				

Glen Ellyn District 41 – Skyward Family Access Procedures

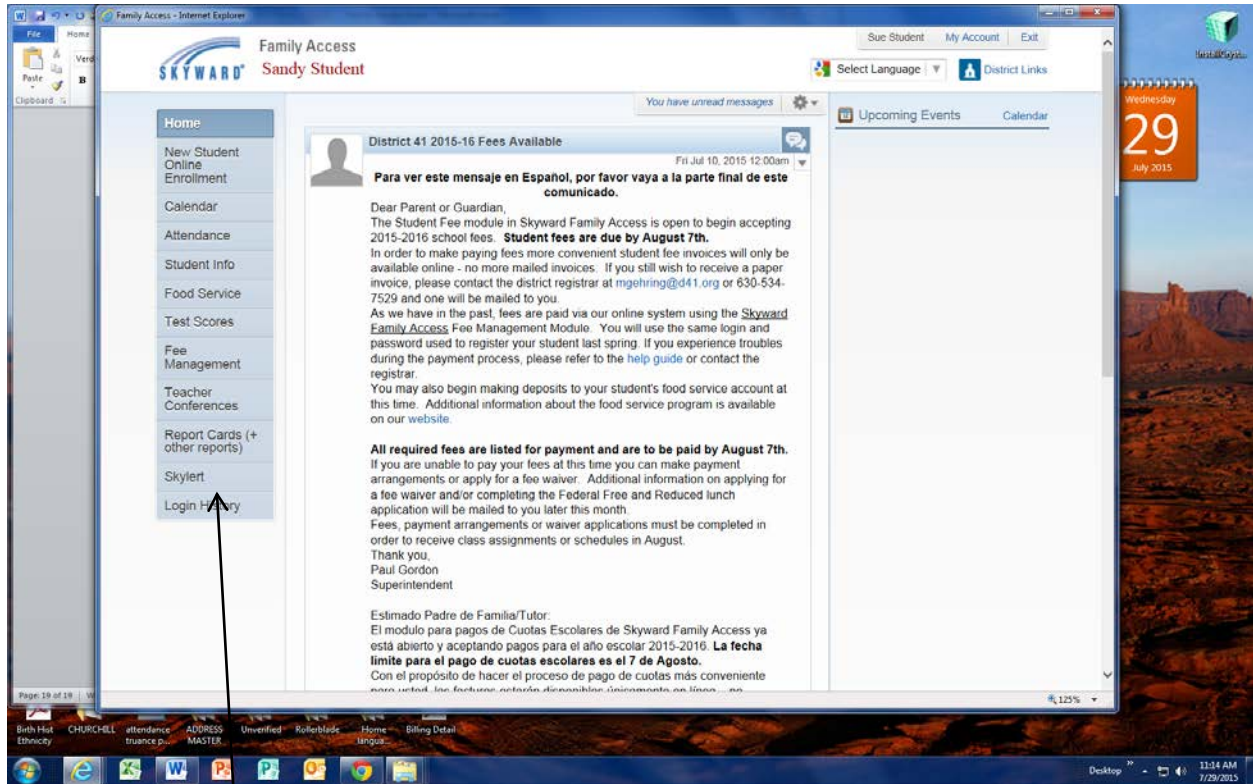
From the home screen you may also access the District calendar, sign up for conferences (when open) and



verify your child's information we have for them.



Glen Ellyn District 41 – Skyward Family Access Procedures



Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.