



Family Access Training Information

Description: Family Access contains multiple areas of student information that parents can access at any time. This will allow parents to see real-time information on their student(s). Family Access can display information to parents within many of the different modules in Skyward. As well as seeing student information, schools can allow parents to verify or request changes to student information, enter Course Requests/use Online Arena Scheduling, and students can take Online Assignments. The district has control over what parents can see and do.

Click the following link to view an overview video for Family Access. [Family Access Overview](#)

NOTE: Underlined items on the agenda are links to more information. Pressing the Ctrl button on the keyboard and clicking the link in the document at the same time will launch the item. You may receive a prompt asking if you wish to open the document. Click OK.

Interaction: Family Access interacts with Demographics, Attendance, Current and Future Scheduling, Discipline, Gradebook, Food Service, Fee Management, Grading, Grad Requirements, Curriculum Mapping, Health Records, Special Education, and Test Scores.

Audience: This training is intended for staff that will be monitoring Family Access or making decisions as to what information parents/students should be able to see. This is often a Tech Coordinator and/or school administrator.

Outcome: Upon completion of this training class, the attendee will be able to do the following:

- Successfully set up the district wide options and areas
- Successfully set up options for each entity
- Generate usernames and passwords for guardians and students
- Understand how different modules work with and display in Family Access

Resources: Click [here](#) for printable step-by-step information

Best Practices: Click [here](#) for best practice information



Family Access Class Outline

Overview of areas to be covered in this session (2-5 minutes)

Licensing

- Turn on District License
- Assign License to Correct Entities

Security

- Automatically Generate Logins and Passwords
 - Students
 - Guardians
- Security Configuration
 - Allow Guardian users to change password
 - Allow Student users to change password
 - Require strong passwords for Family/Student Access users

Contact Us

- Advanced Features > System Contacts

Family Access Setup

- Configuration
 - District User Settings
 - District Display Settings
 - District Application Settings
 - District Link Setup
 - Entity Configuration
 - Edit (Turn off Family/Student Access)
 - General Information
 - Academic History
 - Activities
 - Attendance
 - Allow Guardians to submit Absence Notifications
 - Childcare
 - Discipline
 - Educational Milestones



Family Access Setup (continued)

- E-mail Notifications
 - Attendance
 - Grading
- Endorsements
- Fee Management
- Food Service
- Gradebook
- Graduation Requirements
- Home Room
- Message Center
- Notes
- Portfolio
- Pseudo Changes
- Report Cards
- Report Directory
- RTI Information
- Schedule
- School Directory
- Skylert
- Student Information
- Student Services
- Teacher Conferences
- Test Scores
- Course Requests
 - Alternate
 - Available
 - Selected
 - Update Selected
 - Time Periods
- Arena Scheduling
 - Available Classes
 - Messages
 - Selected Classes
 - Submit Classes
- Edline
- Online Registration
 - Setup Steps
- Online Forms
- Online Assignments
- Email Setup for Account Information



Family Access Setup (continued)

- Utilities
 - Mass Generate Family Permissions/Passwords
 - Mass Email Account Reset Link
 - Mass Delete Family Login History
 - Clone Entity Configurations
 - Update Abandoned Online Payments
 - Mass Add/Remove Families to the School Directory
 - Mass Assign Email Notifications
 - Mass Email Verified or Unverified Accounts

Pseudo Approval

- Approve/Deny Requested changes

Family Access Users

- Rest Login/Password information
- Web Login
- Log

Family Access Login History

Online Forms

- Online Form Status by Student

Reports

- Guardian Web Users Report
- Export Guardian Web Users to Excel
- Login History
- Family Access Payment Transactions Report

Online Registration

- Approvals
- Verification Status
- Reports
 - Request Changes Report
 - Verification Status Report

Student Access Setup

- Utilities
 - Mass Generate Student Permissions/Passwords
 - Mass Email Account Reset Link



- Mass Delete Student Login History
- Mass Add/Remove Students to the School Directory

Student Access Users

- Rest Login/Password information
- Web Login
- Log

Student Access Login History

Online Forms

- Online Form Status by Student

Reports

- Student Web Users
- Export Student Web Users to Excel
- Login History

- Review of items discussed in this session** (2-5 minutes)



Printable Resources

[District Configuration](#)

[Family/Student Access Security Configuration](#)

[Entity Configuration \(Academic History – Food Service\)](#)

[Entity Configuration \(Gradebook\)](#)

[Entity Configuration \(Graduation Requirements – Portfolio\)](#)

[Entity Configuration – Pseudo Family Changes](#)

[Entity Configuration \(Report Cards – Test Scores\)](#)

[Entity Configuration \(Edit, Clone, Help and Edline\)](#)

[Teacher Conferences Setup](#)

[Teacher Conferences in Family Access and Maintaining Conference Times Course](#)

[Requests](#)

[Arena Scheduling](#)

[Online Assignments](#)

[Online Registration Setup](#)

[Online Registration Users](#)

[Online Forms](#)

[New Student Online Enrollment Setup](#)

[Using the New Student Online Enrollment Portal](#)

[Using New Student Online Enrollment through Family Access](#)

[Enrollment Application Processing](#)

[Family Access Utilities](#)

[Student Access Utilities](#)

[Family/Student Access Users](#)

[Family Access Reports](#)

[Student Access Reports](#)

[Family/Student Access Usage](#)

Best Practices

[Family Access District User Application](#)

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