

## Updating Skyward Password and Email Address

1) On the Skyward Login Page enter the Login ID and Password. Click **Sign In** button

05-13-08 00:04:10

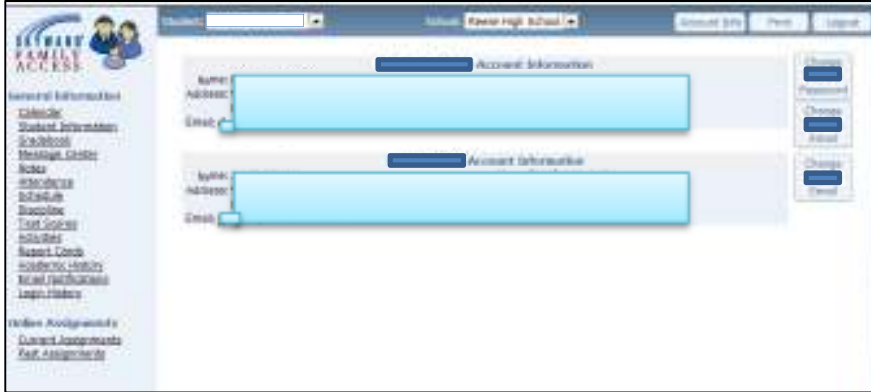
2) On the Skyward Family Access page – Click on the **Account Info** button

05-13-08 00:04:10

Previous Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Next Month
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

Show Absences/Tardies       Show Gradebook Assignments (Grade Earned)  
 Show MC-Messages       Show AC-Activity Events  
 Show Notes       Show ST-Student Tests       Show Lunch Menus

3) On the Account Information page – Click **Change USERS Password** or **Change USERS Email** to perform the desired task.



4) To change password, enter your current password and enter your new password two times – Click **Save**. Click **Back** to ignore the changes.

A screenshot of the "Change my Password" form. The form has three input fields: "New Password:", "Retype New Password:", and "\* Current Password:". To the right of the fields are two buttons: "Save" and "Back". Below the fields, there is a red asterisk and the text: "\* Your current password is required before saving changes to your Account."

5) To change email, enter your new email address - Click **Save**. Click **Back** to ignore the changes.

A screenshot of the "Change Email" form. The form has two input fields: "Current Email:" and "Email:". To the right of the fields are two buttons: "Save" and "Back".