


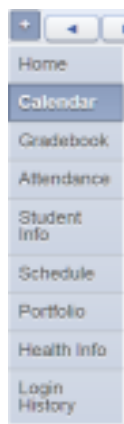
# Skyward Family Access

- Go to the Caseville Public School web page at [cpseagles.org](http://cpseagles.org)
- Click on the external links menu located across the top of the district’s main page, then click on Skyward.
  - If you do not have a login, please contact the school for that information. **It is very important that your email is kept up to date in Skyward because it is tied to School Messenger, the mass-communication system that Caseville Public School uses to communicate important information to parents/guardians.**
- You will also have the option to change your username and password to one that will be easier for you to remember.

Click “My Account”  in the top right corner of the window to change your “Login” name,



“Password” and/or Email address using the buttons on the right side of the window:



- Click the button on the left side of the window to select different tabs to view the following:
  - School Calendar
  - Gradebook
  - Attendance
  - Student Info (Includes Emergency Contacts). **IMPORTANT NOTE:** If you see any incorrect information on this tab (i.e., phone numbers, email address, address, etc., it is **VERY IMPORTANT** that you update this information with the school secretary)
  - Schedule
  - Portfolio (Report Cards and Secondary Progress Reports)
  - Health information (Height, Weight, BMI and vaccinations on file)

- If you have multiple children in the district, click the dropdown box at the top of the window to select an individual child:



Family Access allows parents/guardians to be proactive members in your child’s educational team. If you have a question or need an answer about your child’s grades, Family Access provides links for you to email teachers. We welcome you to Family access and hope you will find this to be an effective tool in enhancing your communication with Caseville Public School.

### **Forgotten Passwords:**

If you have forgotten your login username or password, click the link “Forgot your Login/Password?” from the login screen. You **MUST** use the email associated with your Skyward account for this to work. If you do not know the email on file, call the building secretary where your child attends and they can reset your password for you.

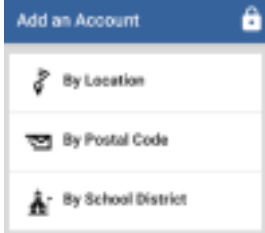
# Skyward Family Access Mobile App

1. Download the **Skyward Family Access Mobile App** and stay connected 24/7 for access to grades, attendance, and more.



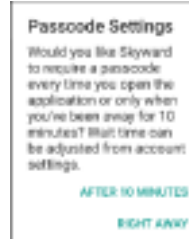
- Type in a 4-digit passcode that you will remember (you will have to type it twice).

2. After downloading and opening the app, the following screen will appear. You can find Hempfield Area School District using any of the following three options:



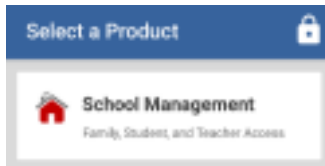
- By Location: If you “allow” access, it will search for local districts
- By Postal Code: Type in “15601” for a choice of districts within the 15601 zip code area
- By School District: Type in “Hempfield Area School District”

6. The following screen will appear:



- Select “After 10 Minutes” or “Right Away” for your Passcode setting.

3. The following screen will appear:




- Select the “School Management” button

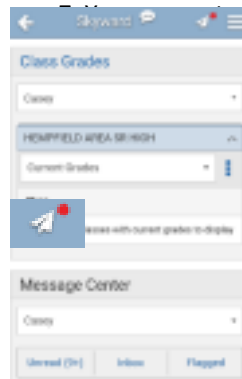
4. The following screen will appear:



- Click “User name” and type in your Skyward username
- Click “Password” and type in your Skyward password

- Click the “Save”  icon on the top of the screen

5. The following screen will appear:



will appear on the screen. Click the button for child(ren)’s information.

Click the drop-down box to select a different child



Touch this button to “Take a Tour” to learn more about the app

Touch this button to access the menu options