

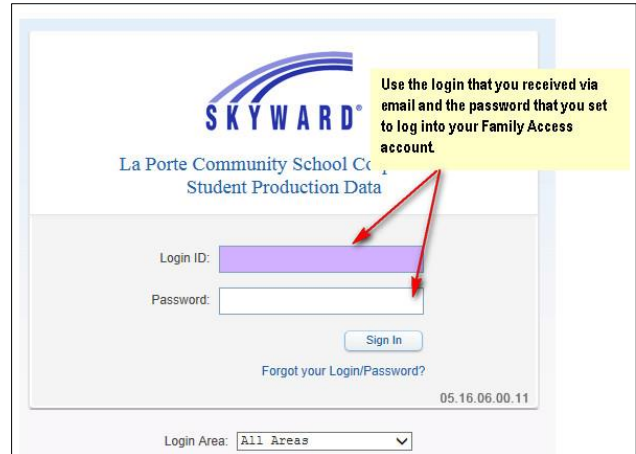
# SKYWARD FAMILY ACCESS

## Account Instructions

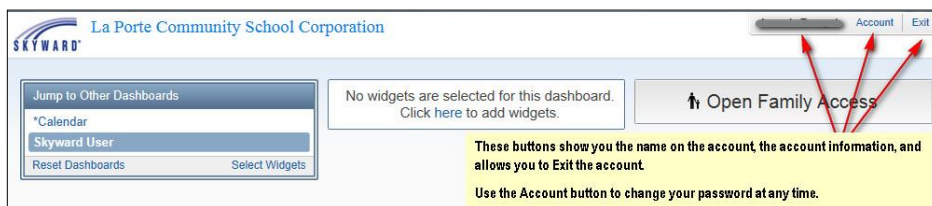


**Step 1:** From the LPCSC home page, select Parent Resources -> Skyward Family Access.

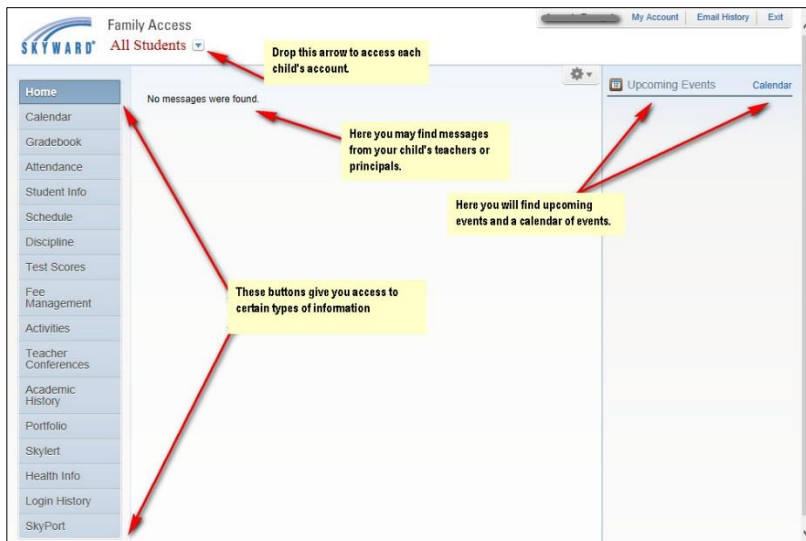
**Step 2:** Use the login that you received via email and the password that you set to log into your Family Access account.



**Step 3:** There are three buttons at the top of the Home screen. The name will show you the name on the account. **Account** gives account information and allows you to change your password whenever you desire, and **Exit** enables you to exit the Family Access Account.



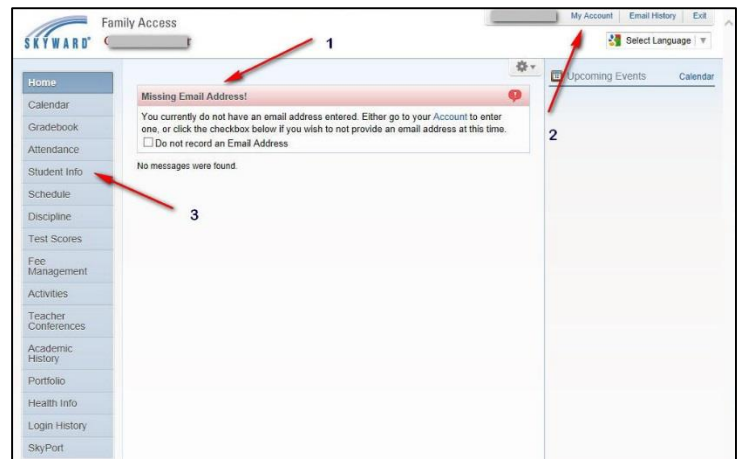
**Step 4:** Click **Open Family Access** to see student information.



**Step 5:** The Family Access menu screen gives you access to all student information.

## Step 6: VERIFY PERSONAL INFORMATION

1. From the Family Access Main Screen, you may see a Missing Email Address notation. **PLEASE** be sure to provide an email address if you have one. This is the email address that will be used for most school correspondence and the destination address for forgotten passwords.
2. Use the **My Account** link to add your email address and change any account information that is not correct. **SAVE**
3. Click **Student Info** to update important student information for our records.



Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
(Mother)					
(Father)	(219) 333-3333	(219) 333-3333 (Work)			
(Grandfather)	(210) 333-3333				

- Click on **Request Changes** for (Student Name) and update any information that needs to be changed.
- Click **Save** to submit any changes to your child's school. Once the change is approved, it will become a permanent part of your student's personal information.

**PLEASE NOTE:** If you find any other information that is incorrect, please contact your child's school so that the information can be updated on your child's record.

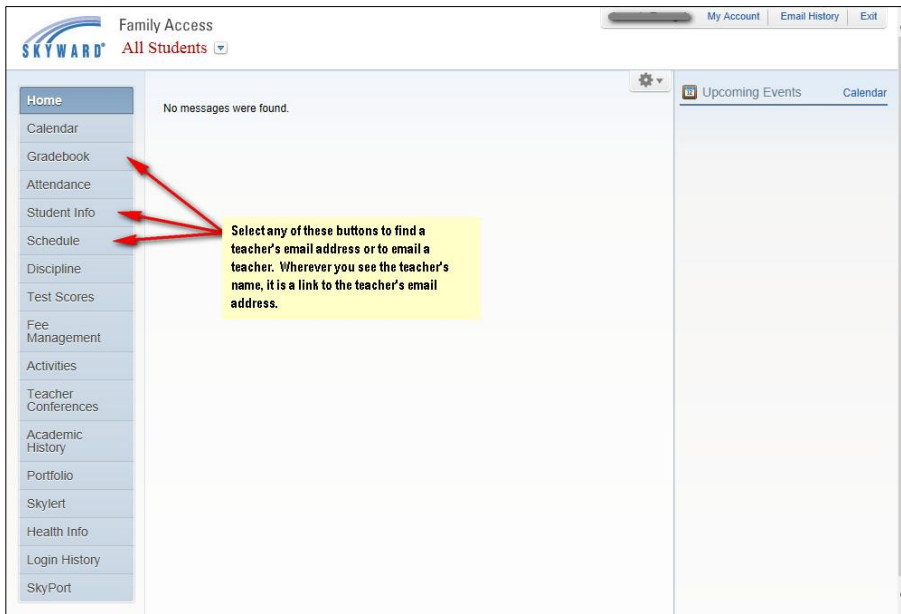
## Step 7: Set up your Skylert

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: (574) [Redacted]					
Family With: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone: (574) [Redacted]					
Family With: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family With: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: [Redacted]					
Family With: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Skylert** enables you to determine when and where you want to be notified when school messages are sent either by email or phone.

Click **SAVE** to save your information.

## Step 8: Emailing a Teacher



1. In addition to student information, the Gradebook, Student Info, and Schedule buttons will provide a link to Teacher email addresses. The teacher name is a link to their email information.