



SKYWARD FAMILY ACCESS USER GUIDE FOR DISTRICT 109 FAMILIES

WELCOME TO FAMILY ACCESS!

District 109 offers Family Access, a secure, web-based service that helps create a strong connection between home and school. With a login account to Family Access, parents and guardians can view school-related information online and update certain contact information. If you have more than one child in District 109 schools, you see information about all of your children under one login.

All parents can view information about their child, including:

- Contact and emergency information
- Attendance records
- Teacher assignment/schedules
- Skylert notification preferences

Parents of middle school students also can see grades online that gives a regular, ongoing update of their child's academic experience.

You can update email addresses and phone numbers through Family Access. (Address changes must be made at the District office, with supporting documentation.) Teachers, PTOs, schools and the District use this contact information for important regular communication, so it's important to keep it current.

LOGGING IN

Click on the Skyward Family Access logo on the District 109 home page (www.dps109.org), or your school's home page. Enter your login ID and password, click Sign In, and you're in!



New families will receive their login information via email when the online registration for their child is complete and approved by the District.

Please keep your login information in a safe place, and don't share it with anyone (unless, of course, you and your spouse are sharing one login).

Forgot Your Password?

If you forget your login information, you can reset your password with your login ID (not your email address) by using the "Forgot Password" button. After you click that button, enter your login ID (yourfirstname.yourlastname, unless you already logged in and changed it). You'll receive an email to the email address the District has on file with a link to reset your password.

WHAT YOU CAN DO IN FAMILY ACCESS

Navigate the System

You can use the navigation links below on any Family Access screen:

1. For families with multiple students, use the Student pull-down menu to select the student for whom you wish to view information – or view “All Students” at once
2. Use the the left navigation bar to see more information about summer school, calendar, grades (for middle school), attendance, student information, fee management, report cards/progress reports, Skylert notification preferences; health information and login history.
3. The My Account link shows you information about your login and email, and allows you to edit them.
4. For security purposes, make sure to log out at the end of every session.

Note that there is a “Contact Us” feature – but your best bet if you have questions is to contact Cathy Kedjidjian (ckedjidjian@dps109.org, 847-945-1844 x7238).

The screenshot displays the Family Access web application interface. At the top left is the SKYWARD logo. To its right, the text 'Family Access' is shown above a dropdown menu currently set to 'All Students', with a circled '1' next to it. In the top right corner, there are three links: 'My Account', 'Contact Us', and 'Exit', with circled '3' and '4' above them. On the left side, a vertical navigation menu is visible, with a circled '2' and a bracket pointing to it. The menu items include: Home, New Student Online Enrollment, 2015 Summer School Forms, Arena Scheduling, Calendar, Grades, Attendance, Student Info, Schedule, Fee Management, Activities, Report Card/Progress Report, Skylert, Health Info, and Login History. The main content area is mostly blank, and on the right, there are sections for 'Upcoming Events' and 'Calendar'.

Update Contact and Emergency Contact Information

It's important to update your email address in Family Access whenever it changes. Teachers, the schools and the District use that email address for regular communication with you. You have two ways to change this information:

- 1. Click on the My Account link in the upper right corner of the home page, and click on the buttons to change your login, password or email.**
- 2. Click on Student Info on the left navigation. Click on Request Changes for NAME, and in the drop-down menu, click Family Information.** Changing family contact information for one child updates the information with every District 109 student in your family.

You can change emergency contact information from the drop-down menu in Student Info as well. Note that changes to emergency contacts aren't automatic. Instead, the system sends an alert to the school secretary and nurse. This extra step ensures that information is entered accurately and that the schools are alerted to changes through the system. When changing emergency contact information, please try to avoid using nicknames whenever possible (use Susan instead of Susie, Michael instead of Mike, for example). In addition, you must change emergency contacts for each child.

Choose Skylert Notification Preferences

Skylert is District 109's notification system. The options you select through Skylert dictate how you receive general notifications (standard emails from the District and school), as well as notifications of weather-related and other emergency closings or changes in schedules. All Family Access users can update their contact information and notification preferences through the Skylert link on the left navigation bar. Families choose the phone number to which general and emergency messages are sent (home, work or cell phone). You can add additional phone numbers or email addresses to receive notifications (for example, a daycare provider or grandparent's contact information).

General notifications are the everyday emails that the District and the schools send to families to keep them informed about news, activities and events. The District typically doesn't send these messages via phone or text. **Emergency notifications** typically are weather-related schedule changes and are sent via email, phone and text message to ensure that we reach all families in a timely manner.

Family 2 members (typically the non-residential family) must enter all information in Skylert to receive notifications. Family 2 information entered in Skylert does not update Family 2 information in our Skyward database. If you have a change of email or phone number, please also update that information under Student Information.

View Student Attendance

When you click on Attendance on the left navigation bar, you can see any absences for your child, and the reasons for the absence. If you have a question or find a discrepancy, please contact your school nurse.

View Health Information

This section shows the record of immunizations that the District has on file for your child. You are not able to change this information, but please contact your school nurse if you find an error or have a question.

Check Grades (Middle School Only) and Report Cards/Progress Reports

Click on Grades on the left navigation bar to see your child's ongoing progress report, including current assignment and grading information. The grades shown in the progress report are not final; they will change as students receive new assignment, test or quiz scores. Grades are not final until they appear on the report card, posted under Report Cards/Progress Reports at the end of each quarter.

You can click on each grade to see details of assignments, quizzes and tests that make up the grade. The timing of gradebook updates will vary from teacher to teacher. However, teachers will enter scores within two weeks of completion completion.

Middle school report cards and elementary school progress reports are posted online through Family Access; the District does not send home hard copies of report cards.

In order for teachers to enter report card information, the Gradebook and Report Cards/Progress Reports (where report cards are posted) sections of Family Access will be closed for a week each grading period before posting so that teachers can finalize grades and prepare the reports.

Please use the information that you view on Family Access as the starting point for constructive conversations with your child. Look for opportunities to point out positive trends as well as to discuss concerns. If you have questions about grades, please contact your child's teacher directly.

Track Login History

Family Access has a security feature that allows you to track logins and see what was viewed. You should check your login history periodically to make sure that the dates of use and types of information viewed are consistent with what you remember.

QUESTIONS?

If you have questions that aren't answered in this guide, please email Cathy Kedjidjian (ckedjidjian@dps109.org).