



## Skyward Family Access Account information and Quick Start Guide

USERNAME: \_\_\_\_\_

Your skyward username is string of characters and numbers. The first five letters of your last name (include spaces), followed by the first three letters of your first name, followed by the three numbers: Example: Jane Doe is doe jan000

PASSWORD: \_\_\_\_\_

Note: Students will receive their own username and password when school starts. You are encouraged to **refrain from sharing your parent/guardian username and password with students.**

### GETTING STARTED

To begin using Skyward Family Access, you will need:

- A computer connected to the internet (Note: there is also a Skyward Mobile App available for smart phones – [Click here](#) for instructions on downloading the app – Link also on district website under Skyward Family Access)
- A web browser (Internet Explorer, Google Chrome, Firefox, etc.) – Disable pop-up blockers
- Your Skyward Family access username and password (above)

Login to Family Access:

- Open your web browser to: [www.ricelake.k12.wi.us](http://www.ricelake.k12.wi.us) click on the **Skyward Family Access** button – then choose **Family Access Login**.
- Enter your username and password (see above)

### Email Address

If you don't have an email address on file, you will see a screen asking you to enter one. **Providing your email address will allow you to retrieve your password should you forget it. Your email address also helps the teachers and school more effectively communicate with you. Please be sure to enter a valid email address that you will check.**

### OVERVIEW

Select a student at the top of the screen (or choose "All Students") and click a link from the list on the left side of your screen to see additional information. Information that you will be able to access includes (but not limited to):

Summer School Registration and Class Selection	
Back-to-School information and forms completion	View the student's schedule and contact teachers
End of Term Report Cards	Attendance and Discipline records
Current Grades from the teacher gradebook (grades 6-12)	Test scores
Homework assignments (grades 6-12)	Graduation requirements
Lunch account balances and lunch activity	Academic History
Signup for P.T. conference time slots	Health information and alerts
Electronic payment for school lunch and school fees	School activities participation
Messages from the teachers and/or school	Teacher/School email & phone
Bus #s and drop-off/pickup addresses and times (under Student Info)	Sign up to receive school alert text messages such as school closing/delays, etc.
Set up automatic notification for low lunch account balances	Student/family/emergency contact information, and the ability to update it

### Additional details about some of the areas above:

- **Student Info:** View and verify information we have on file for your child such as phone number, address, emergency contact information, etc. Use the "Request Changes for (student name)" link in the upper right to request changes to student, family, or emergency information.
- **Gradebook:** Click on the letter grade to see assignment details and comments. Please keep in mind that teachers may take a few days between collecting work and posting the grades on Skyward Family Access.
- **Schedule:** The "Display Options" link will allow you to choose how much you want to see
- **Report Cards:** Available through the "[Portfolio](#)" link
- **Bus Schedule:** Available through the "Student Info" link

### MORE INFORMATION

- Visit our Family Access website at [www.ricelake.k12.wi.us](http://www.ricelake.k12.wi.us) – Skyward Family Access
- Email us at [familyaccess@ricelake.k12.wi.us](mailto:familyaccess@ricelake.k12.wi.us)
- Call 715-234-9007 ext. 5703