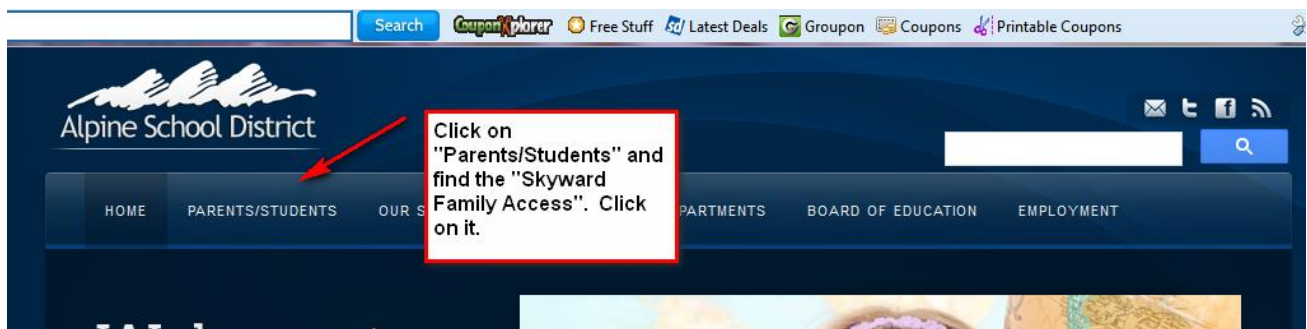# SKYWARD ONLINE STUDENT INFORMATION UPDATE

PARENT SKYWARD TUTORIAL

LOGIN TO SKYWARD USING YOUR PARENT LOGIN AND PASSWORD. YOU **WILL NOT BE ABLE TO COMPLETE THE ONLINE STUDENT INFORMATION UPDATE IF YOU ARE LOGGING IN AS YOUR STUDENT.**

GO TO THE SKYWARD LOGIN SCREEN, ON THE ALPINE SCHOOL DISTRICT WEBSITE : www.alpineschools.org

Click on "Parents/Students" and find the "Skyward Family Access". Click on it.

Click on the correct Skyward button.

IF YOU HAVE FORGOTTEN YOUR LOGIN AND PASSWORD:

CLICK ON "Forgot my login and password".

Login to Skyward. If you have forgotten your Login and/or password or never received it, click on "Forgot your Login/Password"

YOU WILL ENTER YOUR EMAIL ADDRESS. THIS WILL BE THE HOME EMAIL ADDRESS YOU HAVE PREVIOUSLY ENTERED IN SKYWARD.

Forgotten Login/Password Assistance

Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

Email or User Name:

Submit   Back

Enter the email address you gave the school for Skyward. Submit

YOUR LOGIN AND PASSWORD WILL BE SENT TO YOUR EMAIL. IF YOUR EMAIL ADDRESS IS NOT IN SKYWARD, CONTACT THE SCHOOL AND HAVE THE SECRETARY ADD IT TO YOUR PROFILE.

THE STUDENT INFORMATION UPDATE WILL BE AVAILABLE FOR YOU TO MAKE CHANGES UNTIL SEPTEMBER 30TH.

You will be able to continue to Login to Skyward through out the School year and make changes to phone numbers, email addresses and Emergency Contacts.

NOTE:

YOU WILL DO THE FOLLOWING <u>FOR EACH OF YOUR CHILDREN</u> WHO ARE ATTENDING A SCHOOL IN ALPINE SCHOOL DISTRICT.

LOGIN TO SKYWARD:

CLICK ON THE "GO TO STUDENT INFORMATION UPDATE" LINK

YOU WILL SEE THE FOLLOWING SCREEN.

DO THE FOLLOWING FOR EACH STEP

1- CLICK ON EACH STEP TO OPEN IT. **PLEASE OPEN AND REVIEW EACH SCREEN.**

2- REVIEW THE INFORMATION AND MAKE ANY NEEDED CHANGES

3- **MARK THE STEP AS COMPLETED** WHEN YOU HAVE DETERMINED THE INFORMATION IS CORRECT.

STUDENT INFORMATION SCREEN:

NOTE: IF YOU NEED TO MAKE CHANGES TO YOUR STUDENT'S **NAME OR BIRTH INFORMATION**, PLEASE CONTACT THE SCHOOL. STUDENT NAMES IN SKYWARD MUST BE THEIR **LEGAL NAME** AS FOUND ON THEIR BIRTH CERTICATE. PARENT NAMES IN SKYWARD SHOULD ALSO BE LEGAL NAMES.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

ON THE BOTTOM RIGHT HAND SIDE OF THE SCREEN YOU CAN GO TO THE NEXT STEP OR CLOSE AND FINISH LATER.

FAMILY ADDRESS SCREEN:

TO COMPLETE AN <u>ADDRESS CHANGE</u> YOU MUST BRING "PROOF OF RESIDENCY" TO THE SCHOOL.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

<u>FAMILY INFORMATION SCREEN:</u>

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

<u>EMERGENCY INFORMATION SCREEN:</u>

THIS INFORMATION, IS NOT REQUIRED, BUT CAN HELP US IN AN EMERGENCY SITUTATION IF WE CANNOT CONTACT YOU.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

EMERGENCY CONTACTS SCREEN:

YOU CAN HAVE UP TO 8 EMERGENCY CONTACTS. **LEGAL GUARDIANS/PARENTS SHOULD NOT BE LISTED AS EMERGENCY CONTACTS ON THIS SCREEN.** LEGAL GUARDIANS ARE ALWAYS CONTACTED FIRST IN AN EMERGENCY SITUATION.

ON THE EMERGENCY CONTACT SCREEN, YOU WILL CLICK ON "ADD EMERGENCY CONTACT"   TO ENTER NEW INFORMATION.

AS YOU ADD EMERGENCY CONTACT INFORMATION , SKYWARD WILL LOOK AT THE DATA BASE AND BRING UP SUGGESTIONS.   PLEASE LOOK AT THE CHOICES CAREFULLY AND CHOOSE THE MOST CORRECT.

IF YOU DO NOT SEE A SUGGESTION GO AHEAD AND ENTER THE NEW INFORMATION.

WHEN THE INFORMATION IS COMPLETE, CLICK THE SAVE BUTTON.

YOU CAN ALSO REMOVE A CURRENT EMERGENCY CONTACT ON THIS SCREEN.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

HEALTH INFORMATION SCREEN:

HEALTH INFORMATION CHANGES WILL AUTOMATICALLY BE SENT TO THE SCHOOL NURSE. THIS WAY YOU WILL KNOW THE NURSE IS AWARE OF YOUR CHILD'S HEALTH NEEDS. **WHEN THE NURSE APPROVES THE CHANGE,** YOU WILL SEE THE CHANGE IN SKYWARD.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

<u>VERIFY ETHNICTY/RACE SCREEN:</u>

READ THE LETTER AND THEN CLICK ON "CONTINUE".

VERIFY THE INFORMATION AND MARK AS COMPLETED.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

SCHOOL DISCIPLINE POLICY SCREEN:

READ THE SCHOOL DISCIPLINE POLICY BY CLICKING ON THE "School Discipline Policy" link.

Student Information Update

Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015)

Home	**Step 3. School Discipline Policy**
Student Information Update	As required by 2014 Utah state code, Alpine School District is requesting that you read and become familiar with school discipline policies. Your electronic signature acknowledges access to your child's school discipline and conduct policy. For further information, refer to applicable school rules and regulations by accessing your school's student handbook. Please visit your specific school's URL(s) from the link provided to be better informed.
Calendar	
Attendance	School Discipline Policy
Student Info	
Test Scores	☐ I have completed this step
Teacher Conferences	
Portfolio	

1. Verify St
  a. Stud
  b. Fam
  c. Fam
  d. Eme
  e. Eme
  f. Heal
2. Verify Et
3. School
4. Verify U

DISCIPLINE POLICY WILL LOOK SOMETHING LIKE THIS:

American Fork Junior High School

Student and Parent Handbook 2014-2015

Each school will have their own discipline policy here

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

VERIFY/UPDATE SKYLERT INFORMATION SCREEN:

ON THIS SCREEN YOU CAN DETERMINE HOW YOU WANT TO RECEIVE INFORMATION FROM THE SCHOOL BY CLICKING ON THE CORRECT BOXES.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

ACCEPTABLE USE POLICY SCREEN:

THIS STEP IS PERMISSION FOR YOUR STUDENT TO USE THE INTERNET, **DISTRICT ONLY** STUDENT EMAIL, GOOGLE DOCS AND OTHER INTERNET SCHOOL RELATED SERVICES. **READ THIS FORM CAREFULLY**.

YOU MAY HAVE COMPLETED THIS FORM LAST YEAR. PLEASE MAKE SURE IT IS CORRECT. **STUDENTS WHO DO NOT HAVE APPROVAL WILL NOT BE ALLOWED ON SCHOOL COMPUTERS**. PLEASE CLICK ON "SAVE" BEFORE LEAVING THIS SCREEN.

YOU CAN PRINT COPIES OF THIS APPROVAL.   PLEASE **CLICK ON SAVE** BEFORE LEAVING THIS SCREEN.
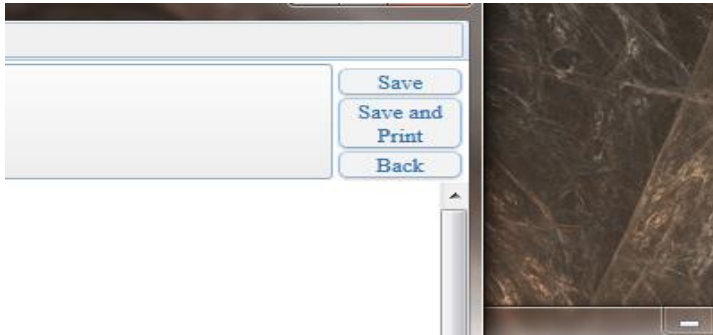
BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

<u>STUDENT PERSONAL INFORMATION RELEASE SCREEN:</u>

THIS RELEASES GIVES THE SCHOOL PERMISSION TO USE YOUR STUDENT'S NAME AND/OR PICTURE IN A MEDIA FORM. **<u>READ THIS FORM CAREFULLY</u>**.
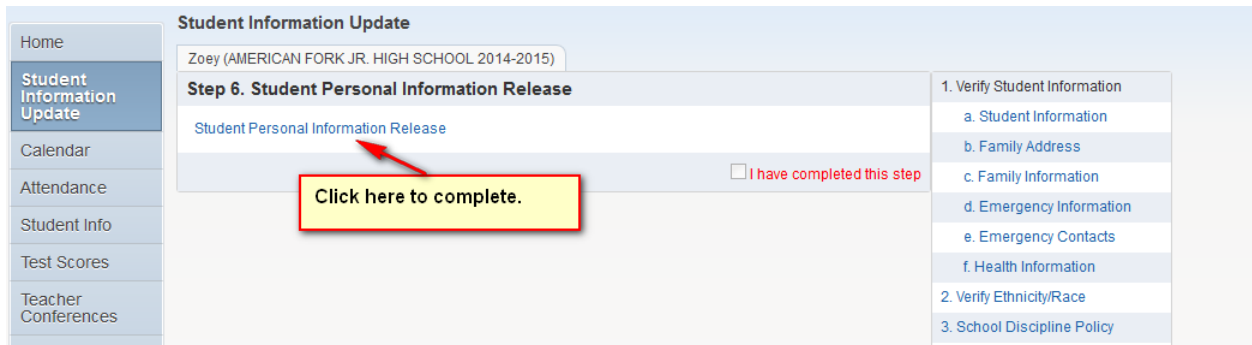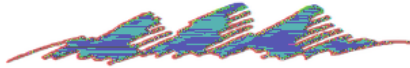
Alpine School District
Student Media Release -- School and District Publications
Name: Zoey
Grad

Dear Parents,

Alpine School District seeks to promote the positive accomplishments of students. Accordingly, your child's projects, photo/video, comments and name might be printed or posted on the web by the school, district or external media. Please select all appropriate options. At any time you may update your preferences in Skyward.

Release for School and District Print Publications　　　　For school and District

○ Yes ○ No The school/district may publish--in print form--my child's projects, phot/video, comments, and name.

Date:　　　Choose "Yes" or "No" and please enter a date.

Release for School and District Web/Social Media　　　For School, District WEB and Social Media.

○ Yes ○ No The school/district may publish--in electronic format--my child's projects, photo/video, comments, and name. I understand that this information will be available on the Internet (please note that this does not replace the district's Acceptable Use Policy or imply permission to use

Internet services).

Date:

For Media outside of the District.

Release for External Media
○ Yes ○ No External media (newspaper, television, radio, and so forth) may broadcast my child's projects, photo/video, comments, and name.

Date:

Parent/Legal Guardian Name　　　　　Relationship to child
*This form will be kept in Skyward and may be viewed in the student's profile.*

Please Type in your name and your relationship to this child.

YOU CAN PRINT THIS DOCUMENT. **PLEASE "SAVE"** BEFORE EXITING THIS DOCUMENT.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

THE NEXT FEW STEPS ARE SCHOOL RELATED. THESE STEPS MAY DIFFER FOR EACH SCHOOL. CLICK ON EACH STEP AND FOLLOWING THE INSTRUCTIONS.
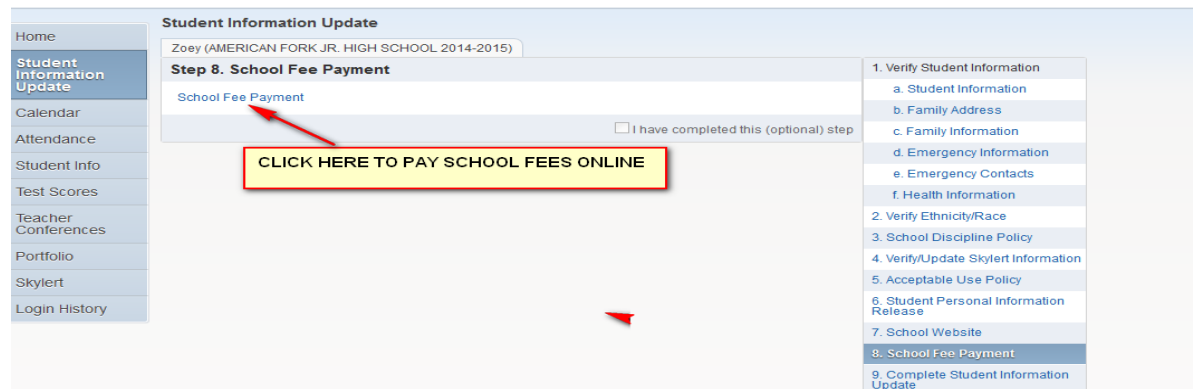
SCHOOLWEBSITE SCREEN:

THIS SCREEN WILL TAKE YOU TO THE SCHOOL WEBSITE.
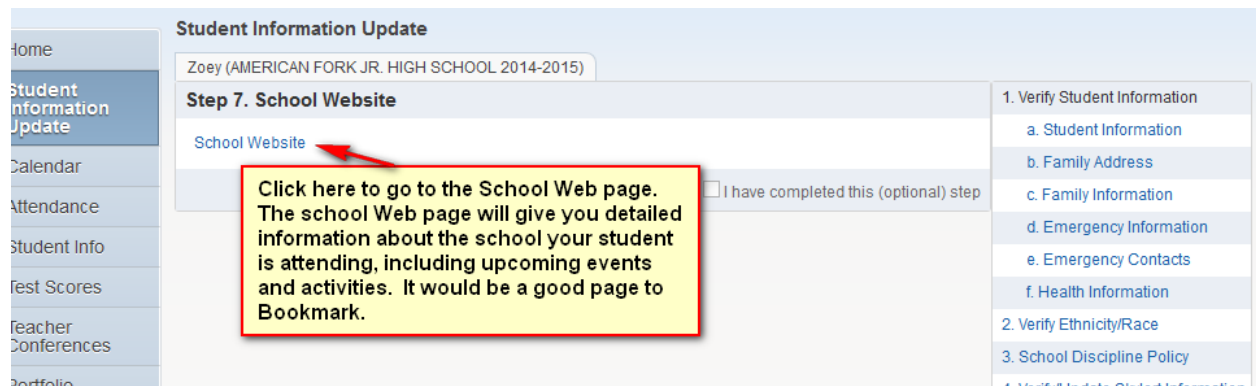
SCHOOL FEE PAYMENT SCREEN:(SECONDARY schools only)

FOR SECONDARY STUDENTS ONE OF THE STEPS WILL BE AN "OPTION" TO PAY SCHOOL FEES ONLINE. TO PAY BY CASH, OR SUBMIT A FEE WAIVER, YOU WILL NEED TO GO TO THE SCHOOL.

IF YOU ARE NEW TO PAYING SCHOOL FEES ONLINE YOU CAN WATCH A VIDEO. YOU WILL NEED A LOGIN AND PASSWORD TO PAY FOR FEES ONLINE. AT THE BOTTOM RIGHT HAND CORNER OF THE PAGE, YOU WILL CHOOSE YOUR STUDENT'S SCHOOL.

CALL THE SCHOOL FINANCE SECRETARY, AT YOUR SCHOOL, IF YOU HAVE ANY QUESTIONS REGARDING THIS PAGE.

CLOSE THE DOCUMENT AND MARK THE STEP AS COMPLETED.

SCHOOL LUNCH PAYMENT SCREEN:

(ELEMENTARY schools only)

Home Email: _____

Elementary school students click here for step 9

4. Verify/Update Skylert Information
5. Acceptable Use Policy
6. Student Personal Information Release
7. School Website
8. School Lunch Payment
9. Complete Student Information Update

☐ I have completed this step

Previous Step   Next Step

Alia (ALPINE ELEMENTARY 2014-2015)
Step 8. School Lunch Payment

School Lunch Payment

☐ I have completed th

Click here

THIS IS THE SCREEN YOU WILL SEE.

MyPaymentsPlus
K12 eManagement Solution

About   Benefits   Availability   FAQs   Testimonials

secure solution

Secure Sign In

Email or Username:
_____
Password:
_____

Sign In

Forget your username or password?

New customer?
Register a FREE account

Need help? Click here.

MyPaymentsPlus is your ONE-STOP-SHOP for Athletic Passes, Yearbooks, Field Trips, and more!

TIDALWAVES

Welcome to MyPaymentsPlus
Your One-Stop-Shop for all School Related Payments

Free registration gives you 24/7 access to:

- Student cafeteria balances and purchase history
- Prepayments for breakfast/lunch, with auto-pay capability
- Low balance e-mail reminders
- AP exam registration and payment
- On-line open house and orientation
- Summer school registration and payment
- Other fees and activities such as yearbooks, uniforms, field trips and more!

Not sure if MyPaymentsPlus is available in your district? **Click Here** to check.

Availability is based upon your district and/or school

PLEASE CONTACT THE LUNCHROOM, AT YOUR SCHOOL, IF YOU HAVE QUESTIONS REGARDING THIS SITE.

HOW TO COMPLETE THE STUDENT INFORMATION UPDATE

ALL STEPS MUST BE COMPLETED BEFORE YOU CAN FINISH THE UPDATE.

YOU HAVE REACHED "THE FINAL STEP". NOW YOU HAVE COMPLETED ALL OF THE STEPS. BUT YOU ARE NOT DONE!!!

YOU WILL BE TAKEN BACK TO THE PARENT SKYWARD MAIN SCREEN. YOU WILL SEE A MESSAGE THAT YOU HAVE COMPLETED THE STUDENT INFORMATION UPDATE FOR THIS STUDENT.

YOU ARE NOW DONE WITH <u>THIS</u> STUDENT.

IF YOU HAVE OTHER CHILDREN ATTENDING A SCHOOL IN ALPINE SCHOOL DISTRICT, YOU WILL NEED TO COMPLETE THIS PROCESS FOR EACH STUDENT.

<u>HOW TO SWITCH TO ANOTHER STUDENT:</u>

WHEN YOU ARE LOGGED IN TO SKYWARD YOU CAN SWITCH TO YOUR OTHER CHILDREN'S "STUDENT INFORMATION" BY CLICKING ON THE DOWN ARROW BY YOUR STUDENT'S NAME.

YOU CAN SEE ALL OF YOUR CHILDRENS' INFORMATION WITH ONLY ONE LOGIN.

ONCE YOU HAVE COMPLETED ONE OF YOUR STUDENT'S INFORMATION UPDATE, GO ON TO THE NEXT STUDENT .

*** IF YOU CANNOT SEE ALL OF YOUR CHILDREN'S NAMES, WHO ARE ENROLLED IN ANY SCHOOL IN THE DISTRICT, PLEASE CONTACT THE OLDEST CHILD'S SCHOOL***