

Setting Up Skyward Family Access and Mobile Access

To Set up Your Family Access Account:

- Go to or call your child's school and provide a valid email address.
- After your current email is entered at the school, you will receive an automatic email message from Skyward. Check your Spam folder.

- Follow the directions in the email to set up your account.

Subject: **Family Access Account Information Email Setup Account Information**

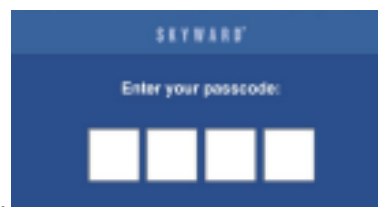
- When you login to Skyward, use the drop down menu and select **Family Access**. You will now have access to many Tiles of information about your child.

To Set up Your Family Access on a Phone App:

Skyward Mobile Access App Instructions

1. Download the app from the appropriate store onto your device. The Skyward Mobile Access app is available from the iTunes Store, the Google Play Store, and the Amazon App Store. This app will give parents the ability to see their child's grades, and attendance on their mobile phone or other mobile device.

2. Set a 4-digit passcode. This code is required each time you access the app.



3. Choose **Add an Account**. You can search by current location, postal code or district name (Caddo Mills ISD).

4. Enter your Family Access Login and Password.

- You can give this account a description, such as "Family Access." Click Save.
- Please note that the login and password credentials are saved on the device, and in the future, you will only need to enter the four-digit passcode you created above.

5. Select the **Family Access** module. You have access to many tabs in the Skyward App. For example, in the Grading tab, you will have access to your student's past, present, and future assignments and grades. The Attendance tab will show your child's current attendance record. The Calendar tab will show all the work that your child has been assigned in the past, present, and future. The Scheduling tab will show your child's current schedule, etc.