



# D123.org/familyaccess

## First Time Users

After logging in for the first time, you should be prompted immediately to change your password. If you are not prompted, please follow these steps to change your password:

- Click MY ACCOUNT in the top right corner



- Click CHANGE PASSWORD
- Enter CURRENT PASSWORD
- Enter NEW PASSWORD
- Retype NEW PASSWORD
- SAVE
- EXIT

From this point on you will LOGIN and use your NEW PASSWORD.

## Records Available in Skyward

Skyward Family and Student Access is a web-based product allowing you access from any computer and/or mobile device. Skyward allows you to view student information online such as class calendars, grades, attendance, general demographic information, food service balances, schedules, discipline, health information, and fees.

The information contained in Skyward Family Access is used for emergency communications as well. Please be sure to keep your information updated at all times.

This includes all phone numbers and email information.



After logging in for the first time you will use the password you just set above. Should you forget your password at any given point, you can request a password change.

- Click FORGOT YOUR LOGIN/PASSWORD
- FILL IN THE CAPTCHA (This helps us prevent automated logins)
- Enter your username or an email address associated with your account.
- YOU WILL RECEIVE AN EMAIL INDICATING HOW TO RESET YOUR PASSWORD (Please make sure to check your JUNK mail folders, if you are not receiving the RESET email)
- RESET your Password to something that you will remember upon your next LOGIN.



----- Forwarded message -----  
From: <[do\\_not\\_reply@d123.org](mailto:do_not_reply@d123.org)>  
Date: Thu, Aug 7, 2014 at 7:06 AM  
Subject: Forgotten Login/Password Assistance  
To:

We received a request to reset the account associated with this e-mail address. If you made this request, please follow the instructions below.  
If you did not request to have your account reset you can ignore this email.

Login:  
Click or paste the following link to reset your account:  
<https://skyward.d123.org/scripts/wsisa.dll/WSservice=wsEPlus/skyporexpired.w?>

IP Address Logged:

District: Oak Lawn-Hometown SD 123  
District Web Site: [www.d123.org](http://www.d123.org)  
State: IL  
District Code: 0161230

CLICK this LINK

The screenshot shows the 'Forgotten Login/Password Assistance' page with the heading 'Please enter a new password.'. The form includes fields for 'Name' (containing 'Your name'), 'Login' (containing 'Your login'), 'New Password' (highlighted with a red arrow), and 'Confirm New Password'. There is a 'Submit' button. Below the form, there are dropdown menus for 'Minimum Password Length' (set to 8) and 'Number of Passwords Before Reuse' (set to 1). At the bottom, it says 'Name Used As: GUARDIAN'.