

Skyward Online Forms in Family Access

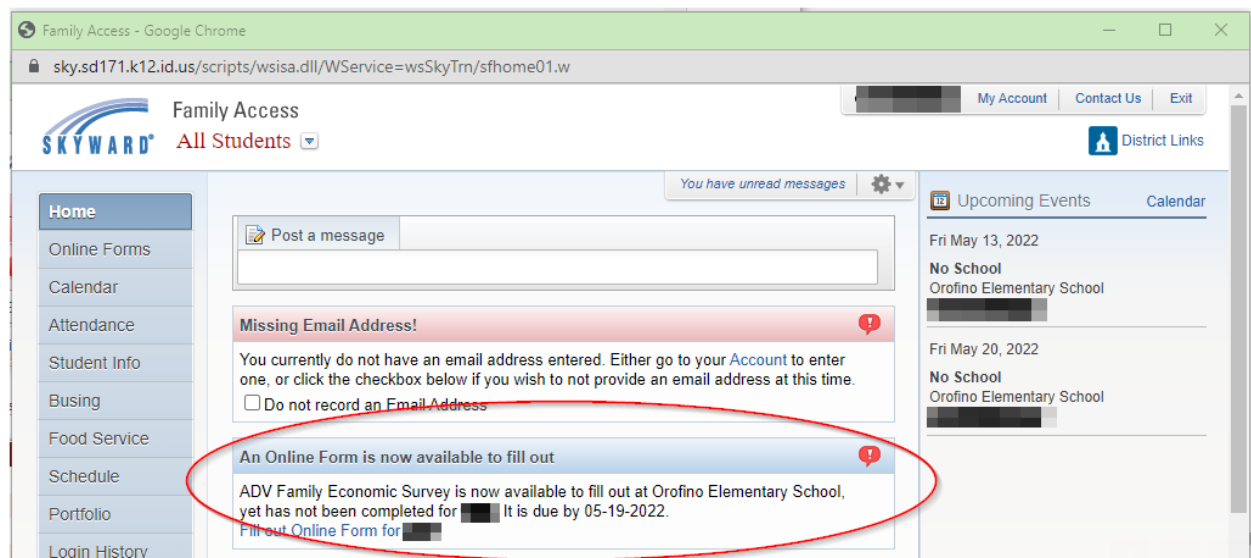
JSD 171 Technology

Skyward Online Forms provide a convenient way for parents and guardians to provide secure information to the district. Since each parent or guardian has a unique username and password, information entered in an Online Form is more secure than information provided on paper.

It is important for parents and guardians to maintain the security of their credentials. If you suspect your password has been compromised, please reset your Skyward password or contact your school for assistance in resetting your password.

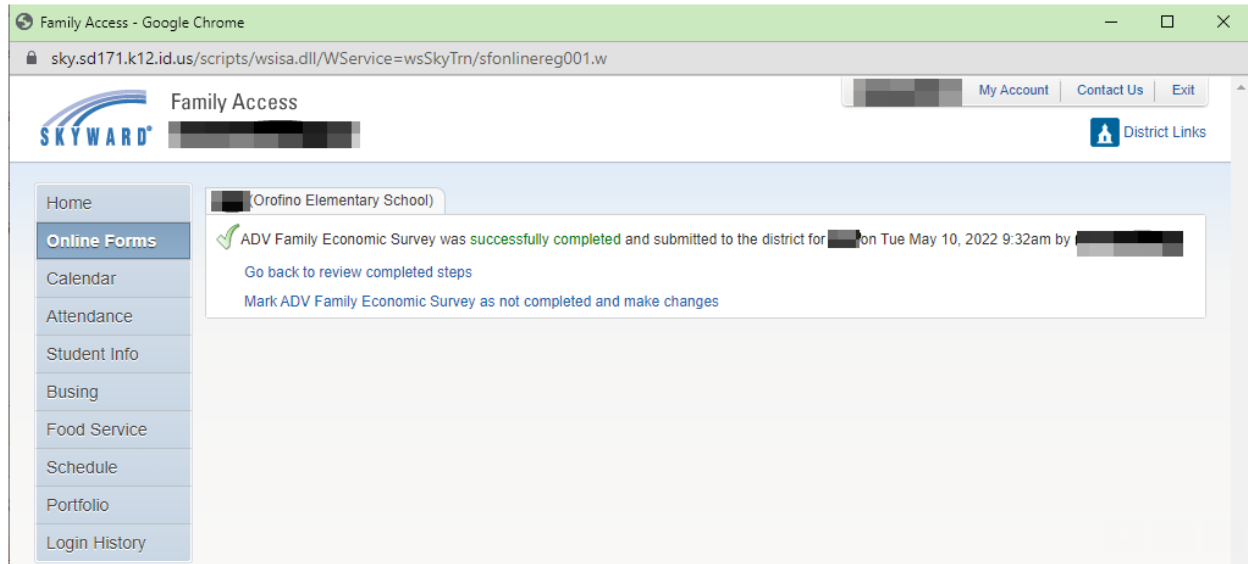
Using Skyward Online Forms

When you login to Skyward Family Access, you should have a message indicating that you have an available Online Form to fill out. This message will be displayed similar to this example:

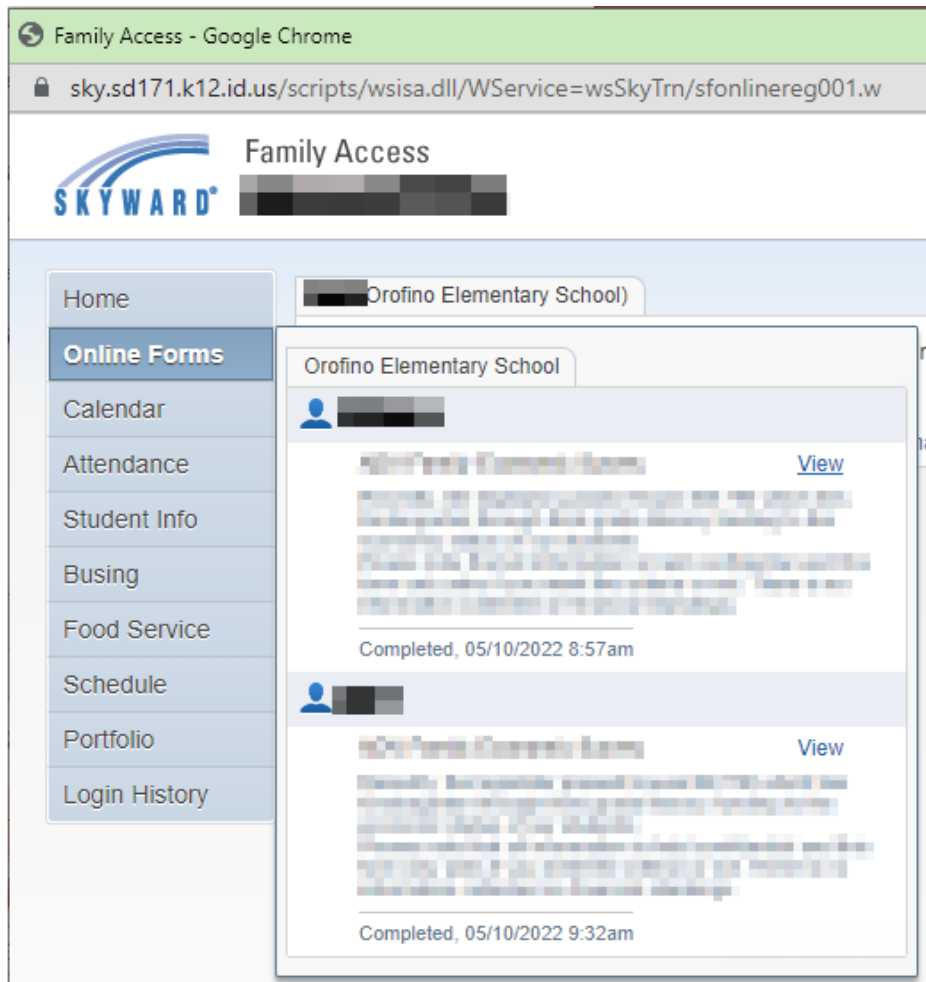


Online forms are also available by clicking the “Online Forms” button on the left side menu bar.

Click the link to fill out the form. The form may have more than one step. Please fill out each section and continue to the next step. The last step will be submitting the form. If you do not submit the form, it will not be completed and your answers will not be recorded. When you have completed the form and submitted it, you will receive a confirmation screen similar to this:



If you click the “Online Forms” button in the menu bar on the left, you should also see confirmation of the form being completed:

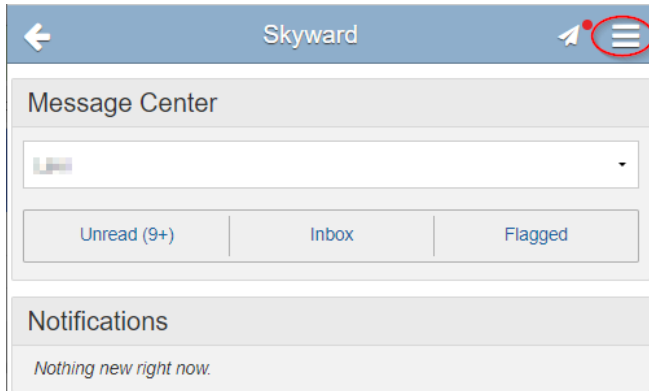


Once your form submission is confirmed, you are finished. This is very similar to returning a signed paper permission form or signing a paper information form. Your identity and the time and date will be recorded with your submission.

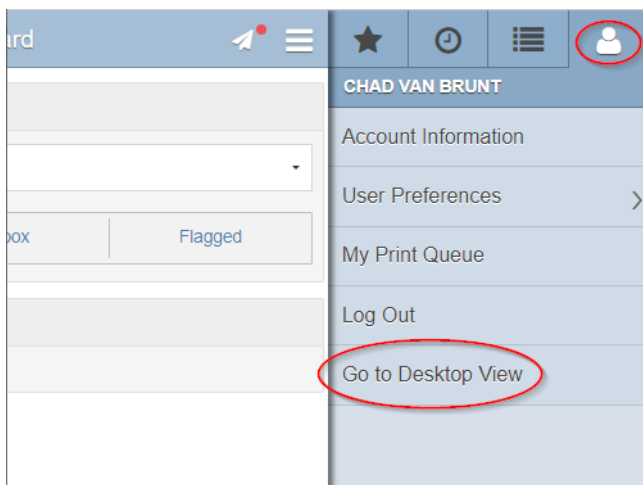
Using Skyward Online Forms with the Skyward Mobile App

At this time Skyward Online Forms do not display directly in the mobile application. However, you can access the Online Form with a mobile device.

Open the Skyward mobile application and touch the menu button in the top right hand corner:



Touch the  icon in the top right, then touch the “Go to Desktop View” option in the menu:



The desktop view will open on your mobile device you can view your messages and fill out and submit any Online Forms in the browser window.

If you have any questions, please contact your school office.