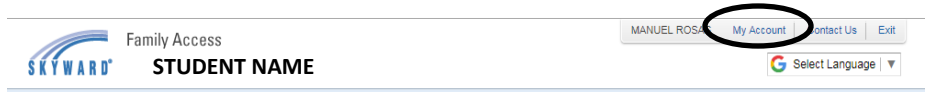


UPDATE ADDRESS, PHONE, EMAIL & EMERGENCY CONTACT INFORMATION

1. Once you are logged in, you can update your information by clicking on the “My Account” link.

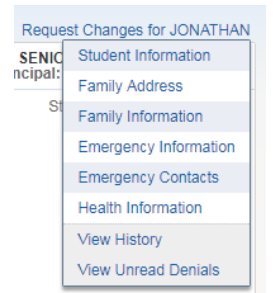


2. On the “My Account Page”, you can update any field in white. Be sure to click “Save” to change your settings.

3. You are also able to change a variety of other information including emergency contacts by clicking on the “Student Info” tab on the left side of the page.

Student Info

4. Once on the “Student Info” page, click the “Request Change” link on the right side of the page. You can choose any of the options to update or change important information.



SET UP E-MAIL GRADE NOTIFICATIONS

1. Log into Skyward
2. Click on “My Account” link in the upper right hand corner.
3. On this page look for the Email Notifications box. Choose the options you would like.

Email Notifications

- Receive Daily Attendance Notifications for my student(s) by
 - Email Wall Message Email and Wall Message
- Receive Grading Emails for my student(s) ?
Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):
Low: for AUTUMN UDESEN and SOREN UDESEN
- Receive Progress Report Emails for my student(s)
 - Daily Weekly (every Saturday) Monthly (1st of each month)

4. Be sure to save your choices!