

# FAMILY ACCESS ACCOUNTS

Skyward allows the district to link together contact information for students residing in the same household. While each student has their own unique identifier, when a parent or guardian updates contact information for one child, it is automatically updated for siblings.

## Existing accounts

Existing Family Access Accounts provide the opportunity for parents to update account information at any time during the school year or during the summer. The log-in process is the same as it was the prior year.

## How to create and activate a new GISD Family Access Account

Families that are new to the district or have not previously established a Family Access Account should follow these steps to create a new account:

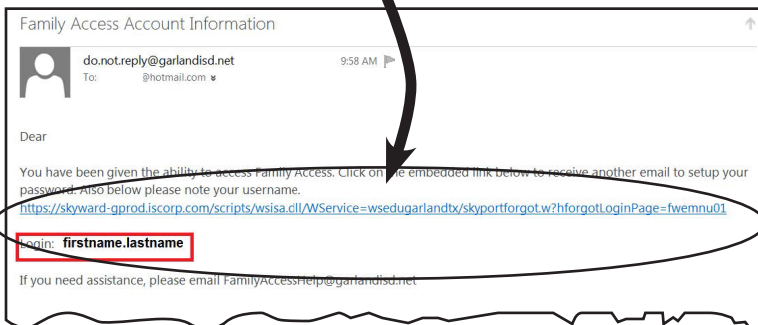
**1 Provide campus with a personal email address for each contact member of the family that desires a Skyward account. Be sure to write legibly.**

After the campus has entered all of the information into the computer system, an email will automatically be generated and sent to personal email account provided. Please be aware that at the beginning of the school year, the data entry process may take longer than expected. We appreciate your patience.

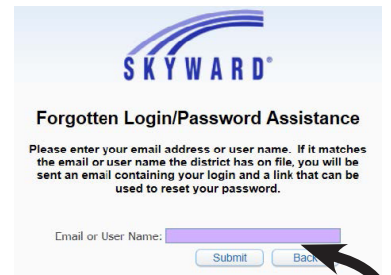
**2 Look for the Family Access Account Information email in your personal email account to activate your Skyward Family Access account.**

Open email, read all instructions and note your assigned **username**\* to login to your account and then click the embedded link.

(\*If you are a GISD teacher or staff member, please note this username is different from your district login username)

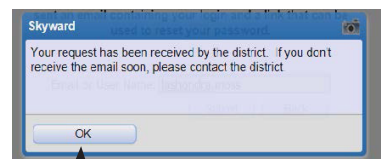


**3** After clicking embedded link, the Forgotten Login/Password Assistance screen will display.



Enter the username that was provided in the first email and click the Submit button.

(Note: This step is an extra security measure that also allows you to create your own password)



On the pop-up window, click the OK button.

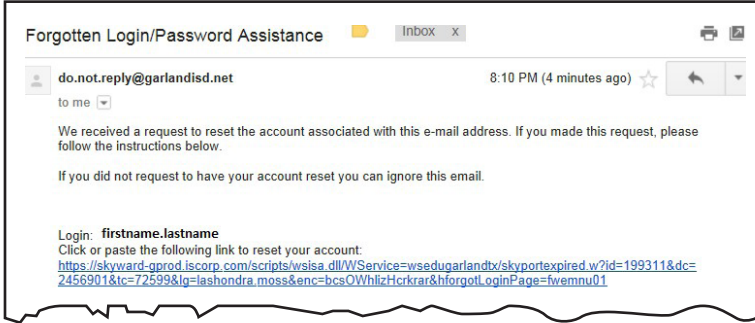
# 4

You should receive a second email within an hour.

If you do not receive the second email within 24 hours, please send an email to: FamilyAccessHelp@garlandisd.net

Second email will be delivered to your personal email inbox.

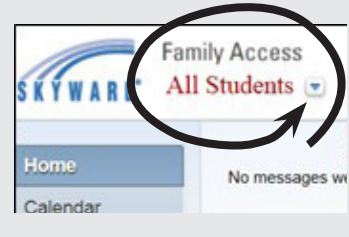
Open email, read all instructions and click on the embedded link.



# TIP:

In the upper left corner of your Skyward Family Access home screen, you will see a small down arrow.

The default selection is "All Students" - which indicates all of the GISD students in your household. However, if you click on the arrow, you will have the option of choosing an individual student's name.



# 5

This will open a "Forgotten Login/Password Assistance" screen.

Enter your password, confirm password and click the Submit button.

# 7

At this point, you will see the Skyward login screen. Enter username, password and click the Sign In button.

# 6

A pop-up window will confirm that password was changed.

Click the OK button.

