

LOGGING INTO SKYWARD FAMILY ACCESS

NEW YEAR REGISTRATION



Quincy Community Schools

CREATED
July 2014

UPDATED
July 2014

VERSION
2014.1



The following color code is used throughout the help document

CLICK | **USER INPUT** | **INFORMATION** | **REQUIRED**



LOGGING INTO SKYWARD FAMILY ACCESS

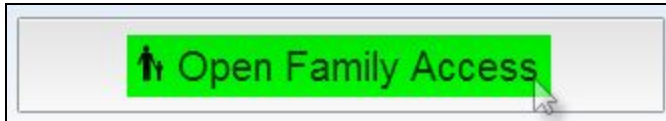
1. Navigate to www.quincyschools.org
2. Hover over Quick Links, and choose Family Access.



3. Enter your username and password as shown. When completed, click on Sign In.
 1. **Type username**
 2. **Type password**
 3. **Click Sign In**



4. On the next screen, in the upper right hand corner, click on Open Family Access.



5. When in Family Access, note the information sections as denoted here. To access New Year Student Registration, click on New Year Student Registration on the top of the left hand menu.

A screenshot of the Skyward Family Access web application. The interface includes a top navigation bar with the Skyward logo, the text 'Family Access', and user information like 'LOGGED IN USER', 'My Account', 'Email History', and 'Exit'. A yellow box highlights the student's name 'NAME OF STUDENT HERE'. A left-hand menu lists various options, with 'New Year Student Registration' highlighted in green. The main content area shows 'Quincy High School' and a message box stating 'No messages were found.' A text box is overlaid on the screen, providing instructions: 'This is the main screen for Family Access. Note the student name in the upper left hand corner, the logged in user name in the upper right hand corner. In the middle pane, you will see messages from time to time about your son/daughter. In the left hand pane, you will see the modules that are available. To access the New Year Registration paperwork, click on the NEW YEAR REGISTRATION link as noted by the highlight in green.' The right-hand side of the screen features 'Upcoming Events' and 'Calendar' sections.

THIS IS THE END OF THIS HELP DOCUMENT

