Approving Family Access Change Requests

1. Click on the “Families” menu option.

2. Click on the “Approvals” option inside of Family Access > Online Registration.
   The Approve Online Registration Request(s) page will open.

3. It is recommended that you filter by requests waiting approval.
   Click on the “Filter Options” button in the upper right corner of the screen.
   The Filter Options window will open.

4. Select the “Hide Change Requests that are Complete” box.

5. Click the “Apply Filter” button.
   You will return to the Approve Online Registration Request(s) page, with only requests requiring campus approval showing.

6. The Approve Online Registration Request(s) screen shows the date/time of when the request was made, the name of the student with data being changed, the area of change in Skyward, and who made the request.
   Click the arrow next to a student needing approval to view the requested change.
   The student info area will expand.
7. In the student info change request area, you can see (A) what the changed value was before and what the guardian is requesting the value be changed to. You can then (B) Approval All, Deny All, Approve individual requests, or Deny individual requests.