How To Add an Existing Person as Guardian

1. Inside Student Management, click the Students Tab.
   Under Students, select Student Profile.

2. In the box next to Student, type in the Student Key or ID Number into the box.
   Press the Enter key.

3. Click the Family tab on the left hand side of the screen.
4. In the Family 1 area, click the “Add Guardian” button.
   A new window will open.

5. Enter the guardian’s first and last name in the corresponding areas.

6. Select “Click Here To Search for Entered Name.”

7. Click on the name for the existing guardian that needs to be added to the student’s family.

8. Click the “Add Selected Name As Guardian” button.
   The window will close, and a new window will open.
9. The new window will display the information that the guardian has in Skyward.

Check the box “Allow Family Access” to allow the guardian to log in to Skyward’s Family Access.

10. After the guardian’s information has been reviewed, click the “Save” button.

The window will close.

11. The new guardian will now be listed under the current one. You can change the order of the guardians.

Note: The guardian that is listed first will be the only one that can make changes in Family Access and complete online student enrollment via Family Access.