How To Add a New Family

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 Family” 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. Since the new person is not already in the system, their name will not be in the “Matching Names” area.

   Note: There may be other people with the same name in the system. Make sure you are not adding someone that is already in the system.

   Click “Add Entered Name as Guardian” button.

   The window will close, and a new window will open.

8. In the General Information area, add information in to each section.

   Check the boxes for Custodial Parent, Pick Up, and Emergency Contact if these apply to the new guardian.

9. Add Phone/Email Information to their areas.

   Note:
   - The primary phone number can be marked as “Confidential Phone.” The number will be kept private.

   - Home Email will be connected to their Family Access account. The system will be able to send any of the Skyward generated emails to them automatically.
10. In the Family Access Information area, check the “Allow Web Access” box to allow the guardian to log in to Skyward’s Family Access.

11. In the Family 2 Address area, enter the address information.

12. In the Family 2 Information area, enter information for each section.

   Note: Checking the boxes for “Receive Report Cards,” “Print Hard Copy Report Cards,” and “Receive Forms” will result in these forms being sent to Family 2’s address.

13. If another guardian needs to be added to Family 2, click the “Add Guardian 2” button located directly below the Family 2 Information area.

14. After all of the information has been entered, click the “Save” button.

   The window will close.
15. The new family will now be listed under Family 1.

You can change the order of the families if needed.