# How To Add a New 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. 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 Address and Phone Information to their areas.

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

10. Check the “Allow Family Access” box to allow the guardian to log in to Skyward’s Family Access.
11. In the “Additional Information” area, enter any other information that have been given.

   Note: 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.

12. After all of the information has been enter, click the “Save” button.

   The window will close.

13. 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.