

Parents Making Changes in Family Access

Parents should be making address, phone, emergency contact information and other family changes through Skyward Family Access.

1. Login to [Skyward Family Access](#)
2. Click the **Student Info** tab
3. Select **Request Changes for Student Name**
4. **Edit** information
5. Click **Save**

The screenshot displays the Skyward Family Access web application. The main page is titled 'Family Access' and 'Student Name'. A sidebar on the left contains navigation options: Home, New Student Online Enrollment, Online Registration for Returning Students, Calendar, Gradebook, Attendance, **Student Info** (highlighted with a red box), Schedule, Discipline, Portfolio, Skylert, and Login History. The main content area shows 'Student Information' for 'Student Name' at 'PLUM CREEK ELEMENTARY'. A 'Request Changes for Student' button is highlighted with a red box. A modal window titled 'Family Information for Student Name' is open, showing 'Family Options' for two guardians. Guardian 1 is 'Father Name' with a relationship of 'FATHER'. Guardian 2 is 'Mother Name' with a relationship of 'MOTHER'. The 'Save' button at the bottom right of the modal is also highlighted with a red box.