



Guide For Parents

Signing Up for Skyward Family Access

To sign up for Skyward Family Access email or call Tandi Phillips.

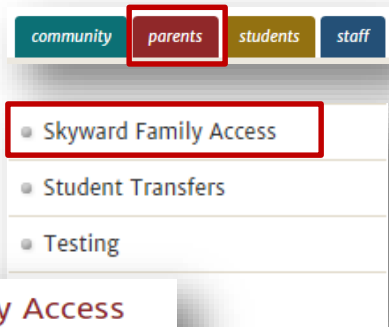
Email: tandi.phillips@fortbendis.com

Phone: 281-634-3118

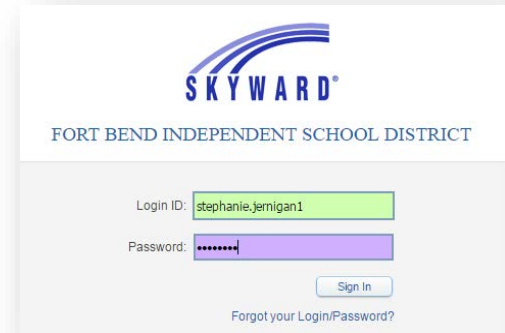
***Note:** Once your account is set up, you will receive an email with your login information.

Getting Started and Logging In

1. Go to the Fort Bend website and select the Parents tab.
2. Scroll down and select Skyward Family Access from the links on the left side.
3. Click Login to Family Access.



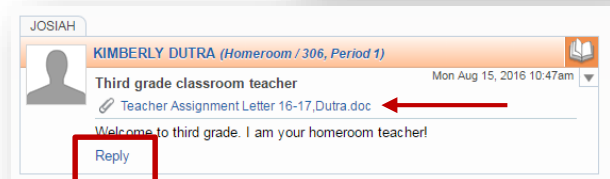
4. Login with the login information that was emailed to you. You will have the option to choose a new password if desired.



Messages

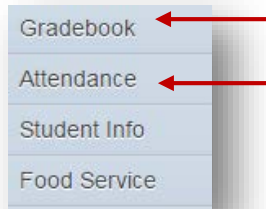
Teachers as well as district personnel send messages through Skyward. Upon logging in, you will see any unread messages in the center of the page.

1. You can also click the **You have unread messages** link to view your unread messages. Attachments will appear as links in the email message.
2. To reply to a message from a teacher, click **Reply** at the bottom of the message window.

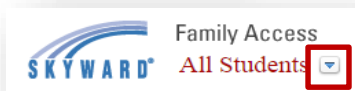


Gradebook

1. To view a student's grades, select the **Gradebook** link to the left.
2. To check absences and tardies for your student, select the **Attendance** link.

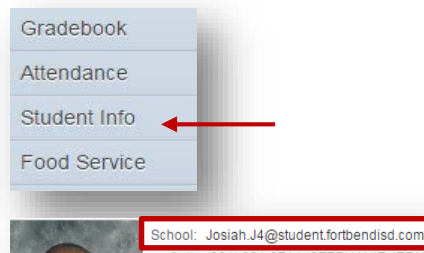


*If you have multiple students, click the arrow next to **All Students** and select the desired student. The gradebook is not activated for multiple students.



Student Info

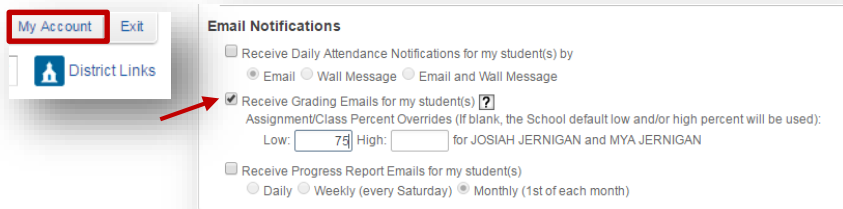
1. Click the **Student Info** link to locate your child's district email address located next to their picture. Other personal information is found here as well.



Email Notifications

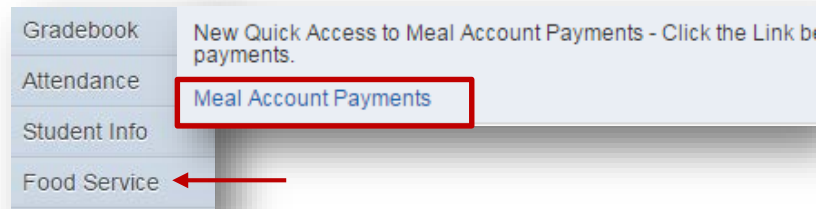
Get alerts when your child's grade drops below a certain level or even when they miss class. Here's how.

1. Select **My Account** in the upper right corner, scroll down to the **Email Notifications** section and select the desired notifications.

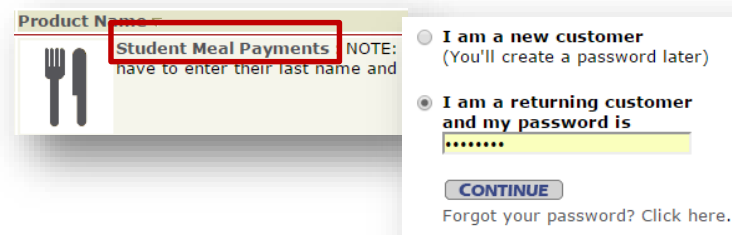


Lunch Account

1. To check balances or add money to a lunch account, select the **Food Service** link.
2. Your current balance will appear at the top. If you need to add money, select the **Meal Account Payments** link.



3. This will open a new window. **Select Meal Payments**, then click **Student Meal Payments**. If you are new select I am a new customer and create an account. Otherwise select returning customer and enter your password. Follow the prompts to add money to the account.



Other Tips

1. If your student is in an Extended Day Program or a Summer Program, you can manage fees by selecting the **Fee Management** link.
2. Download the **Skyward app** to keep up with your student(s) on the go. The app is available for **Apple** and **Android** devices.

