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| **Introduction** |
| **Audience:** Parent/Guardians of FBISD Students  **Purpose:** To obtain a student’s Unique Access Code for state assessments in Family Access |
| **Screen Resolution and Web Browsers** |
| Below is the recommended screen resolution and supported web browsers for Skyward Family Access.  **Screen Resolution**  Family Access is best viewed at a minimum screen resolution of 1024 x 768.  **Supported Web Browsers:**    As of 9/16/2014 |
| **Step 1** |
| Begin by going to the FBISD website at <http://www.fortbendisd.com/family-access>  Click on the Login to Family Access link on the right side. |
| **Step 2** |
| When the login screen opens, enter your login and password, and click on the **Sign In** button. |
| **Step 3** |
| The Family Access home page will display. On the left side, click on **Portfolio.** |
| **Step 4** |
| A list of attachments will display. Click on the report named **Access Code – Texas Assessment Portal (for the student’s *CURRENT* school).** |
| **Step 5** |
| The report will generate. Click on View Report when complete. |
| **Step 6** |
| Below is an example of the report. |
| **Step 7** |
| Copy and paste the URL into your web browser. |

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| **Step 8** |
| Use the Unique Access Code to log into the Student Assessment Portal. |
| **End Process** |