

Student:	Parent:	School :
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Dear Parent and / or Guardian of an ACS Student,

Below you will find your **temporary** Login ID, Password, and instructions for accessing *Skyward's Family Access website*. Please note you have been given family access, meaning you have one account (log-in) for your household, in which you will use to access information on all your ACS children. Please contact your child's school if you are the legal parent or guardian of an ACS student and you live in a different household than your child. In this case, a second account will be created for the additional household. Once you enter the site, you will be able to select information for each child individually even if they attend different ACS schools.

### What Can Families See in Family Access?

Today, families may view Student Profile Information, Student Schedules, Lunch Information, Skylert (parent notification information option), the Message Center (2 way communication between you and your child's teacher, works like an e-mail account within *Family Access*), and your log-in history. The gradebook and attendance options will be added in January 2010.

### How do I learn how to use Family Access? (2 Training Opportunities!)

#### 1. Instructional Links

The *Family Access* website is easy to use, it works much like an on-line banking site, however, to help you learn how to use the secure system we have posted short and simple instructional links on our ACS website. **To locate the instructional links...**

1. Go to [www.acs.ac](http://www.acs.ac)
2. Click on the Skyward link, located on the top right corner of the main page.
3. Once you are on the Skyward site, you will see the instructional links.

#### 2. Face to Face Training for Families

If you prefer face-to-face training... plan to attend one of the following training sessions listed below. All 4 sessions will cover the same content; feel free to attend the session that best fits your schedule. (These sessions are for families of all age students within the district.)

1. Nov. 16 @ 6:30pm- ACHS Auditorium
2. Nov. 17 @ 6:30pm- Norwood Middle School Auditorium
3. Nov. 19 @ 6:30pm- Lake City Middle School Auditorium
4. Nov. 23 @ 6:30pm- Clinton Middle School Auditorium

### How do I Log-In to Family Access?

<b>Your Login ID:</b>	<b>Your Secret Password:</b>

1. Go to [www.acs.ac](http://www.acs.ac)
2. Click on the *Skyward* link, located at the top right corner of the main page.
3. Once you enter the ACS Skyward Dashboard, look for the gold stars and the **Log-In Family Access link**.

The account information listed above is your **temporary** account information. After you log-in to *Family Access* remember to click on the "Account Info" tab located at the top right corner of the site and change your account information to something more meaningful to you and your family.

Now that you have your own *Family Access* account, it is your choice as to how you receive information from *Family Access*. You may personalize your account at any time, such as including additional phone numbers, e-mail addresses, and editing your options if you would like to receive text messages. If you choose to receive text messages your cell phone will be charged the rate required by your cell phone provider for text messages. To edit these options click on the Skylert link located on the left side of the site. You have the ability to change your personal account information at anytime by logging-in to *Family Access* and clicking on *Skylert* and editing your information. **Please do not list work phone numbers as your Primary phone numbers**, most employers do not appreciate automated phone messages.

Again, if you have questions please check-out the ACS Skyward Dashboard located at [www.acs.ac/Skyward/Skyward\\_Main.htm](http://www.acs.ac/Skyward/Skyward_Main.htm) or attend one of the face-to-face training sessions. All specific questions concerning family accounts will be answered by contacting the office at your child's school. If you find any problems with your child's profile information or your account please call the office at your child's school and up-dates will be applied. You may begin using your account at anytime.