

Getting Started with Family Access

Welcome to KCSD's Family Access Portal! This Portal allows parents and guardians to stay better connected with their school(s) and make sure that we can stay connected with you. Please reference the instructions in this document for any questions regarding navigating the Family Access Portal and making updates to contact information.

For problems and concerns with the Family Access Portal, please email Portal@kcsd.org

LOGGING IN

Open your browser and navigate to <http://www.kcsd.org>

Select "For Parents" from the options at the top of the page

Select the page "Student & Family Access"

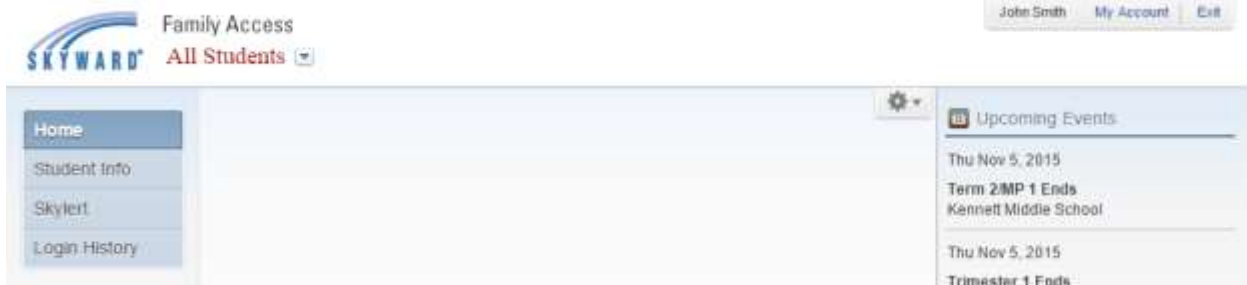
Click on the link on that page

OR navigate to <https://skyward.kcsd.org>

Use your assigned login name and password to log into Student/Family Access

YOUR FAMILY ACCESS PAGE

Once you have logged in, you will be directed to your Home Page. It will look similar to this:



EDITING CONTACT INFORMATION

From the main page you have several options to edit your child(ren)'s family and emergency contact information. You can edit information in "My Account", "Student Info" and "Skylert".

The next few sections outline how you will go about editing that information.



MY ACCOUNT

In “My Account” you will be able to edit your email address, phone numbers, login information, and address associated with your account. The changes you make in “My Account” will be reflected in “Student Info” and “Skylert”.

You can also change the language in which Family Access will display information. This service uses Google Translate.

In this area you can also change your Family Access login ID and password. You may also change the email address of your child’s other parent/guardian.

Please Note: Addresses changes will be automatically submitted to KCSO for review before they are approved.

Remember to save your changes!

The screenshot shows the 'Family Access' 'Account Settings' page. The page includes a sidebar with 'HOME', 'Student Info', 'Skylert', and 'Login History'. The main content area is titled 'Account Settings' and contains several sections: 'Email' (johnsmith@webmail.com), 'Phone' (Cell: (610) 001-0001, Work: (610) 001-0002), 'Family Access Login' (with a 'Change Login' button circled in red), 'Password Last Changed' (08/16/2015, with a 'Change Password' button circled in red), 'Jane's Email' (janesmith@webmail.com), and 'Address (Mailing Address)' (100 Main Street, Kennett Square, PA 19348). A callout bubble points to the 'Show Google™ Translator in Family Access' checkbox, labeled 'Change display language'. Another callout bubble points to the 'Change Login ID' and 'Change Password' buttons, labeled 'Change Login ID' and 'Change Password' respectively.

STUDENT INFO

On the “Student Info” page you will be able to review information related to your child’s family and emergency contacts. If you wish to make changes to phone numbers, email addresses, addresses and emergency contacts, you can do so by selecting “Request Changes for [your child(ren)’s name]” on this page.

In the example below we can make changes for this student by selecting “Request Changes for Joseph”

Please Note: Emergency Contacts listed in “Student Info” will only be called during an individual emergency (example: medical emergency). All phone numbers you would like called during mass communications should be added to the “Skylert” section”

The screenshot displays the Skyward Family Access interface for a student named Joseph Smith. The page includes a navigation menu on the left with options like Home, Student Info, Skylert, and Login History. The main content area shows student information, including a photo, contact details, and a table of emergency contacts. Two callouts are present: a green one pointing to the 'Request Changes for Joseph' link and a blue one pointing to the 'View Joseph's Family' link.

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
Joan Jones (Aunt) Comment: emergency contact only	(610) 000-0022	(610) 000-0033 (Cell)			AuntJones@webmail.com
Maggie Smith (Grandmother) Comment: emergency contact only	(484)000-0044	(484) 000-0055 (Cell)	(302)000-0066 (Work)		GrandmaSmith@webmail.com

When you select “Request Changes for [your child(ren)’s name]” you will see a drop down menu. Select any area you would like to review and make changes in.

In the example below we are making changes to Joseph’s Emergency Contacts.

The screenshot shows the Skyward Family Access interface for a student named Joseph Smith. A dropdown menu titled "Request Changes for Joseph" is open, listing options: Student Information, Family Address, Family Information, Emergency Contacts, Add Emergency Contact, View History, and View Unread Denials. A blue callout bubble points to the dropdown menu with the text "Choose an area in which you will make changes". A red circle highlights the "Add Emergency Contact" option. Another red circle highlights the "Add Emergency Contact" option in the dropdown menu. A light blue callout bubble points to the "Add Emergency Contact" option with the text "Add Emergency Contact". The background shows the student's profile information and a table of existing emergency contacts.

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
Joan Jones (Aunt)	(610) 000-0022	(610) 000-0033 (Cell)			AuntJones@webmail.com
Comment: emergency contact only					
Maggie Smith (Grandmother)	(484)000-0044	(484) 000-0055 (Cell)	(302)000-0066 (Work)		GrandmaSmith@webmail.com
Comment: emergency contact only					

Please Note: Emergency Contacts listed in “Student Info” will only be called during an individual emergency (example: medical emergency). All phone numbers you would like called during mass communications should be added to the “Skylert” section”

Remember to save your changes!

The screenshot shows the Skyward Family Access interface for a student named Joseph Smith. The "Edit Emergency Contacts for Joseph Smith" form is open, showing fields for Contact Number, First Name, Middle, Last Name, Relationship, Primary Phone, and Ext. A red circle highlights the "Delete this Emergency Contact" button. A green callout bubble points to the "Delete this Emergency Contact" button with the text "Make Changes to Emergency Contact Information or delete an emergency contact". The background shows the student's profile information and a table of existing emergency contacts.

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
Joan Jones (Aunt)	(610) 000-0022	(610) 000-0033 (Cell)			AuntJones@webmail.com
Comment: emergency contact only					
Maggie Smith (Grandmother)	(484)000-0044	(484) 000-0055 (Cell)	(302)000-0066 (Work)		GrandmaSmith@webmail.com
Comment: emergency contact only					

SKYLERT

“Skylert” allows you to adjust settings for notifications via phone, email, and text regarding your child(ren). By default, all phone numbers provided in the Skylert section will be called during an Emergency.

You can edit the other types of notifications that you will receive at each phone number. Any changes you make in the “My Skyward Contact Info” section will be reflected in “Student Info” and “My Account”.

Emergency calls will go to all contact numbers listed in “My Skyward Contract Info” of the Skylert section. **Announcements** (including weather related school closings) will go to only the phone numbers you set to receive “Announcement” calls.

You also have the ability to add “Additional Contacts Info”. The “Additional Contact Info” can be an additional phone number for you, other family members, daycare, or other caregivers. The information you enter in this section will NOT be saved any other place, but will be called in cases of an emergency.

PLEASE NOTE: Each custodial guardian who logs into Family Access Portal will have the option to add an additional contact.

Remember to save your changes!

Family Access
SKYWARD All Students

John Smith My Account Exit

Home
Student Info
Skylert
Login History

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

Save

Contact Info	Emergency	Attendance	Announcements	Survey
* Primary Phone: (610) 000-0011 Family With Joseph, Mary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone: (610) 000-0022 Family With Joseph, Mary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone: (610) 000-0033 Family With Joseph, Mary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Contact Info for Family With Joseph, Mary

Phone Numbers	Emergency	Attendance	Announcements	Survey
Additional Phone 1: (302) 000-0044	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email Addresses	Emergency	Attendance	Announcements	Survey
Additional Email 1: AuntJones@webmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Text Message Numbers	Emergency	Attendance	Announcements
Phone 1: (610) 000-0011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You have reached the conclusion of this document. If you have additional questions about the Family Access Portal, please email Portal@kcsd.org