To visit Skyward Family Access anytime, go to: https://skywardfamily.d181.org.
We recommend you bookmark this site for future use.

Logging In for the First Time and Creating a Password

**Step 1:** To log into Skyward Family Access for the first time, click on the link sent to you in an email from the District. Clicking that link will take you to a new screen (shown below), where you will enter the username provided to you in the District email.

![ Forgotten Login/Password Assistance](image)

**Step 2:** After entering your username and clicking submit, you will receive a verification email. Clicking on the link in that email will take you to a new screen (shown below), where you will create a password.

![ Forgotten Login/Password Assistance](image)

The District-provided username and the password you created will be your login credentials for any future visit to Skyward Family Access (https://skywardfamily.d181.org).
Calendar
To see a calendar of D181 events and important dates, click on “Calendar” in the left menu.

Grade Book for Middle School
To see current grades for your middle school child, click on “Gradebook” in the left menu. Current grades are highlighted. Grades posted to report cards will be bold. Click on the name of a class to see more details, such as individual assignment grades. Middle school students will use the Skyward Grade Book to monitor their current class grades.
Attendance
To view absences and tardies that have been entered into the Skyward system, click on “Attendance” in the left menu.

Student Information
Click on “Student Info” to view student information, such as the school ID number and bus route. To request changes, click on “Request changes for…” in the upper right corner.
Elementary Homeroom / Teacher Assignment
Click on “Student Info” to see the teacher or classroom assignment, shown on the right side of the screen (under the school and principal name). Please remember that teacher assignments may be subject to change prior to the start of the year as we balance classes, enter new students, and correct errors.

Emergency Contacts
Within the “Student Info” section, open the drop-down menu under “Request Changes for” in the upper right corner, and choose “Add Emergency Contact.” For each emergency contact, complete fields for the individual’s name and phone number.
Lunch Menus and Depositing Lunch Money
In the “Food Service” section, click on “Lunch Calendar” to see the menu. The current account balance is noted in the upper left corner, and the student’s purchase history is shown along the right side of the page. You can set a purchase limit by clicking “Set Purchase Limit” in the upper right portion of the page. To add funds to the account, click on “Make a Payment.” At the end of this Quick Start Guide is information on using our fee payment system, SchoolPay.
Schedule for Middle School
To view middle school schedule information, click on “Schedule.” Click on the teacher name to send an e-mail to the teacher. You can also print the student's schedule by clicking “Print Schedule.” For middle school, click on the class name to go to the Grade Book for that class. Please remember that schedules may be subject to change prior to the start of the year as we balance classes, enter new students, and correct errors.

Fee Management
Unpaid fees are listed at the top of the “Fee Management” page, in red. To view current fees, click “View Fees.” To see payment history, click “View Payments.” To make a payment, click “Make a Payment.” At the end of this Quick Start Guide is information on using our fee payment system, SchoolPay.
The “Portfolio” tool will be developed for future use.

Please continue reading for directions on using our fee payment system, SchoolPay.
Introducing... SchoolPay®

SchoolPay is the safest and easiest way to electronically pay for school-related fees. Eliminate last minute check-writing hassles and lost cash. SchoolPay allows parents to pay for items across many school departments and school non-profits from a unified checkout.

Registration

Go to schoolpay.com...

1. Click Find My Account
2. Enter your email address

Find my Account  Create an Account

3. Email In System  - Or -  Email Not in System

A password link will be emailed to you. Click the link, select a new password, and you’re all set! Your children will be in your account.

You will be guided through creating an account. You will need:

- Student’s ID Number
- School’s Site Name

* Important to either scenario: Make sure to check spam folders for auto-response emails coming from support@schoolpay.com. Whitelisting SchoolPay with your email client will also ensure future mailings.
Making Payments

Item Organization
Make payments from the primary navigation menu titled "Payments". Items are first organized by category: School Payments, Food Service, and Parent Groups; then further organized by relevance to each of your children.

Combining Items
Every item in SchoolPay can be combined into one user checkout session. Simply click the above "add to cart" icon, then return to shopping mode if you have additional items. You may return to your cart any time.

Payment History
Access all payment and purchase history from the main menu bar option titled "History". View history by Transactions, Items Purchased, and Food Service Purchase History directs you back to the Food Service dashboard.

Support

support@schoolpay.com
888.88.MYPAY (69729)

Hours: Monday - Friday
7AM - 7PM Central
*Afterhours, weekend, and holiday support by email

Support for specifics about items should go directly to the school department that supports those payments.

Security
SchoolPay is a Level-1 Payment Service Provider. As such, we are independently audited annually. Your payment information is being managed according to the highest Payment Card Industry Data Security Standards (PCI-DSS).
Food Service Dashboard

Balance
Balances are usually real-time depending upon your school’s integration.

One Time Payments

<table>
<thead>
<tr>
<th>Add To</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corby Adams:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Julie Adams:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Add funds to any number of students in one location.

AutoPay / Notifications

<table>
<thead>
<tr>
<th>If balance is below:</th>
<th>$20.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Email</td>
<td>Automatic Payment</td>
</tr>
<tr>
<td>$10</td>
<td>$25</td>
</tr>
</tbody>
</table>

Pay From Account: Select Payment Method

Click “Details” to specify an automatic action when your student’s balance reaches any threshold. Receive an email notice or authorize an automatic replenishment payment (SmartPay). Payment information must be stored to select SmartPay.

Food Service FAQ’s

Balance Transfer & Graduating Student Requests
Check your school’s food service department page. Most schools automatically transfer balances from graduated siblings to remaining siblings. Balance transfer requests can typically be made directly with your food service department staff as well.

End of Year Balance
Most schools carry balances over from one year to the next.

Charge Disputes
Charge disputes should be put in writing and sent directly to your food service department staff.

Purchase History

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Meal</td>
<td>$2.75</td>
<td>Sep 12, 2017</td>
</tr>
<tr>
<td>Milk</td>
<td>$0.50</td>
<td>Sep 11, 2017</td>
</tr>
<tr>
<td>Milk</td>
<td>$0.50</td>
<td>Sep 10, 2017</td>
</tr>
<tr>
<td>Student Meal</td>
<td>$2.75</td>
<td>Sep 07, 2017</td>
</tr>
<tr>
<td>Student Meal</td>
<td>$2.75</td>
<td>Sep 05, 2017</td>
</tr>
</tbody>
</table>

Keep current on what your children are eating in the school cafeteria.