

## Login Screen

SKYWARD®

Skyward School District  
CNR)Student - KS - 04.12.02 - February Release

Login ID: amys

Password: ●●●●●●

Sign In

Forgot your Login/Password?

05.13.02.00.11-10.2

Login Area: All Areas

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Your district should be able to supply you with the URL (address) to access the Skyward Login Screen through a web browser.

**District Link:** The text that displays below the Skyward logo may be a link to another website such as your district's home page.

**Login ID:** You should enter the Login ID given to you by your district here. Your ID may be any combination of alphanumeric and special characters, and may include spaces. The Login ID is not case sensitive.

**Password:** If you were provided a password with your Login ID, you should enter it here exactly as it was given to you. The password may use alphanumeric and special character values, and is also case sensitive. It is best to keep your password private. Upon logging in, you may be prompted to change your password right away. Individual Districts will define any special requirements for minimum character settings within a password.

**Forgot your Login/Password?:** This can be used to reset your password or retrieve your login name if you forgot it. To use this option, you must know either your Login ID or the email address attached to your user account within Skyward.

Functionality described here may vary in availability depending upon your district/entity configuration.

## EDUCATOR ACCESS LOGIN

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**Skyward Version Number:** The series of numbers below the Forgot Password Link is used by Skyward Support to identify the version of the software your district is running.

**Login Area:** This area is used to select which part of the System you wish to log into. The options include: All Areas, Employee Access, Family/Student Access, or Secured Access. When selecting an area, you will only be able to see options that pertain to that area when logging in, with the exception of the All Areas option. Depending on the District Setup, you may be able to switch between the areas to which you have access. Teacher Access will be accessible from the All Areas or Secured Access areas.

**Skyward, Inc.:** The Skyward link at the bottom of the screen will take you to the Skyward.com home page.

**Operating System/Browser Version:** This area identifies the Operating System (i.e. Windows 7, Windows XP, OS X) and the Internet Browser (i.e. Internet Explorer, Safari, Chrome) with the version number that you are using to access your district's Skyward Database.

**Sign In:** Click this button after entering your Login and Password to access the system.

## Using the Forgot Login/Password Link

**SKYWARD®**

### Forgotten Login/Password Assistance

Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

scsric Landers

Type the two words:  
scsric Landers

reCAPTCHA™  
stop spam.  
read books.

Email or User Name: sample@skyward.com

Submit Back

Upon clicking the "Forgot Your Login/Password?" link from the Login Screen, a screen similar to this will pop up.

**CAPTCHA:** This option is used to provide an extra level of security when requesting a Password Reset. You need to type the letter and/or numbers as they appear in the box.

**Email or User Name:** Type either your email address that is attached to your account in Skyward or your Login ID.

**Submit:** Clicking this button will trigger an email to be sent to the Email Address attached to the user's account based on the email address or Login ID entered. There will be a link within that email that should be clicked to open a Reset Password Screen as seen below.

**Back:** This button will cancel the "Forgot Your Login/Password?" request and take you back to the Login Screen.

Functionality described here may vary in availability depending upon your district/entity configuration.

### Forgotten Login/Password Assistance

Please enter a new password.

Name:	Daoustscr, Ignacia
Login:	amys
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

Number of Special Characters Required:	<input type="text" value="1"/>
Minimum Password Length:	<input type="text" value="8"/>
Number of Passwords Before Reuse:	<input type="text" value="0"/>

Name Used As: SECURITY USER  
STAFF  
STUDENT

This screen will display once the link in the received email is clicked. If the Login ID was forgotten, you can see it next to the Login field.

**New Password:** Enter the new password to be used with your account. The password must be different than the current one, and also must follow the requirements specified in the Number of Special Characters Required (those are things like spaces and punctuation), Minimum Password Length, and Number of Passwords before Reuse fields.

**Confirm New Password:** Re-enter your new password in this field. If this does not match the New Password field, you will be prompted of the fact.

**Name Used As:** This area indicates the parts of the system where the name connected to the Login ID is used. You may see Security User here; you may also see Staff, and perhaps Guardian, among others.

**Submit:** Click this button to save your password change. You will then be taken back to the Login Screen where you can use your Login ID and the Password you just confirmed.