

# Skyward Family Access

Please take time to review each section of this document. This guide contains important setup information regarding automated phone calls (e.g., inclement weather) and food service payment information.

[Skyward Sign In](#)

[Navigating Family Access](#)

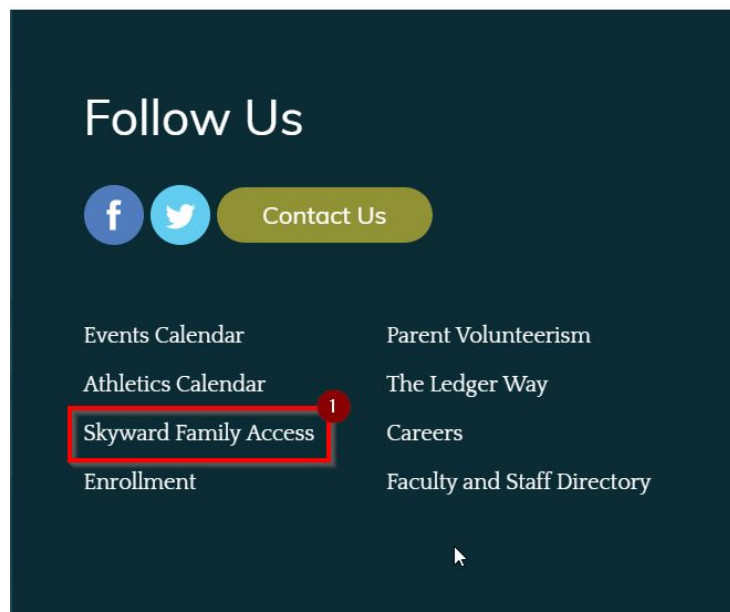
[Contact Information & Email Notifications](#)

[Skylert](#) (automated phone calls - inclement weather)

[Food Service](#)

## Skyward Sign In

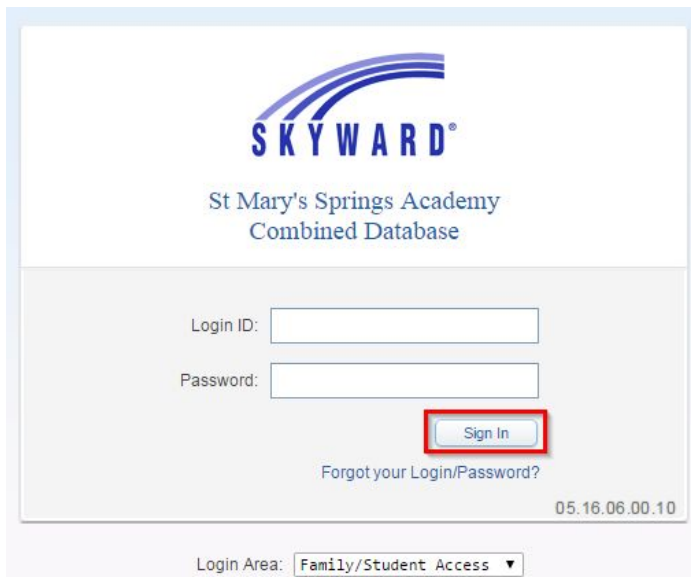
1) Navigate to [www.smsacademy.org](http://www.smsacademy.org) , scroll to the bottom of the page



2) Type your Login ID and Password and click **Sign In**.

***\*If you do not know your Login ID and/or password, click the [Forgot your Login/Password?](#) link and follow the instructions. A password reset email will be sent to the email we have on file for you. If you experience difficulty accessing your account, please contact your school office.\****

***\*If you are “locked out” of your account, please email Justin at [jpoetzel@smsacademy.org](mailto:jpoetzel@smsacademy.org) from the email address that is on file for your account. \****



SKYWARD®

St Mary's Springs Academy  
Combined Database

Login ID:

Password:

[Forgot your Login/Password?](#)

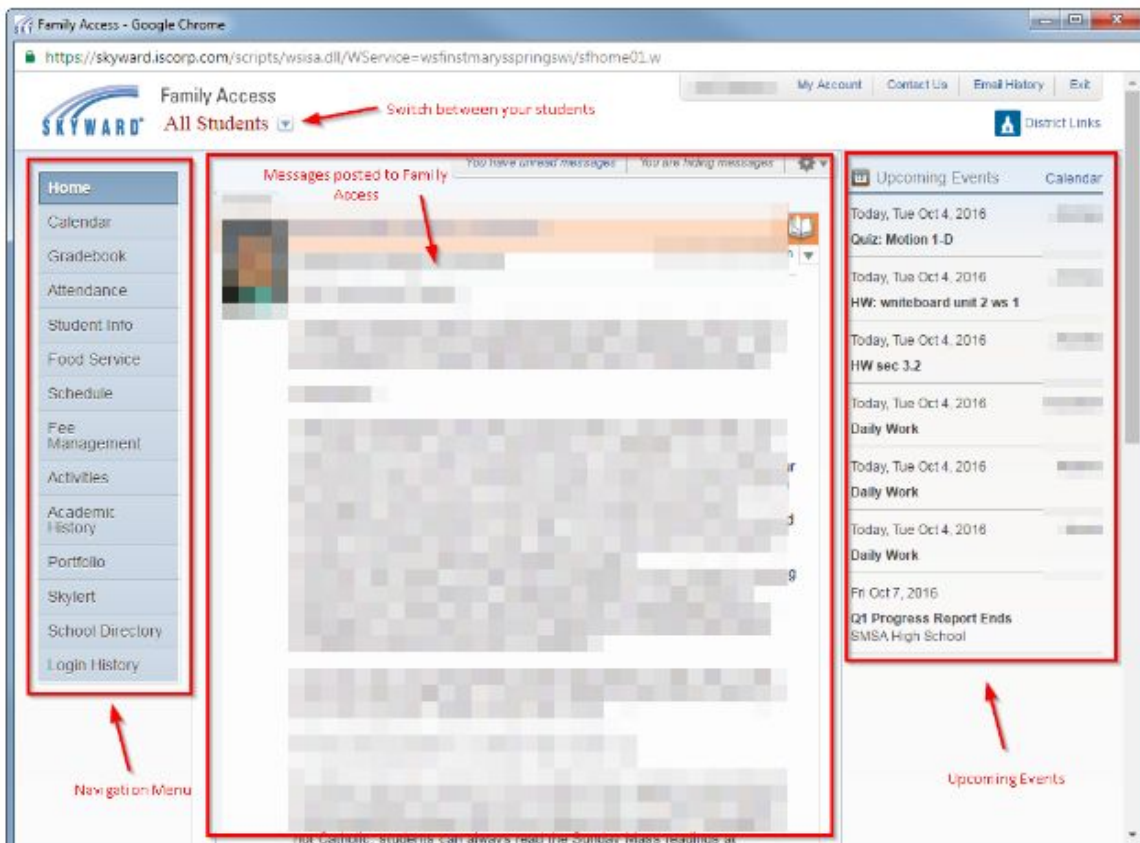
05.16.06.00.10

Login Area:

# Navigating Family Access

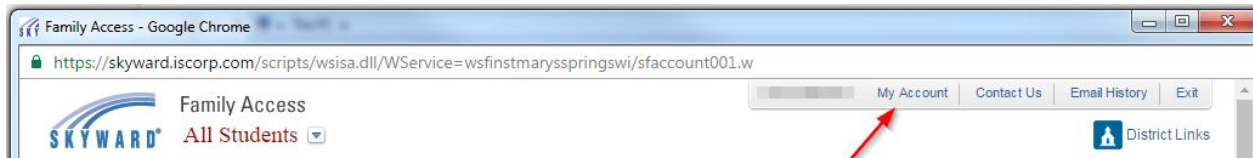
1) After you sign in, you are presented with the main Home screen which displays three main areas

- \* Use the Navigation Area to navigate between different functions of family access by clicking the desired button
- \* Switch between students if you have more than one student
- \* View upcoming events
- \* View messages posted to Family Access by instructors and other system departments



## Contact Information & Email Notifications

1) You may update your contact information by clicking the **My Account** Link next to your name in the upper right hand corner of the screen. Remember to click the **Save** button after making any change on this screen.



\* The My Account area allows you to update information relating to your Account Settings, Email Notifications, and the School Directory.

\* The system allows you to subscribe to notifications regarding grading and food service. Feel free to adjust these options to your liking.

# Skylert

1) St. Mary's Springs Academy utilizes Skylert - School Messenger to place automated phone calls regarding important school information such as school closings and announcements. Please verify your account and phone information in the **Skylert** area of Family Access. Remember to click the **Save** button after making any change on this screen.

The screenshot shows the 'Skylert' section of the Family Access portal. It includes a navigation sidebar on the left with options like Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Fee Management, Activities, Academic History, Portfolio, **Skylert**, School Directory, and Login History. The main content area features a 'My Skyward Contact Info' section with a 'Save' button highlighted in a red box. Below this is a table for 'Additional Contact Info for Family' with columns for 'Phone Numbers', 'Email Addresses', and 'Text Message Numbers', and rows for 'School Hours Emergency', 'Attendance', 'General', 'Non-school Hours Emergency', 'FoodService', and 'Survey'.

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.

My Skyward Contact Info Save

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	FoodService	Survey
* Primary Phone: <input type="text"/> <input type="text"/> Family With: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell <input type="text"/> <input type="text"/> Phone: <input type="text"/> <input type="text"/> Family With: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work <input type="text"/> <input type="text"/> Phone: <input type="text"/> <input type="text"/> Family With: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: <input type="text"/> Family With: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

\*\*Secondary Guardians are not allowed to update the Primary Phone number\*\*

Additional Contact Info for Family

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	FoodService	Survey
Additional Phone 1: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email Addresses	School Hours Emergency	Attendance	General	Non-school Hours Emergency	FoodService	Survey
Additional Email 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	FoodService
Phone 1: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Portfolio

This area allows you to view electronic copies of documents that the school has added to your student's Portfolio. Examples of documents that you may see in this area include **Report Cards, assessments, Forward exam.**

Portfolio - Attachments			
Jon			
Description	eSigned	Type	Created
<a href="#">Birthday List (High School-Grades 9-12)</a>	N/A	Report Directory	
<a href="#">Report Directory (High School-Grades 9-12)</a>	N/A	Report Directory	
<a href="#">Student Access (High School-Grades 9-12)</a>	N/A	Report Directory	
<a href="#">zSC 2650445 (High School-Grades 9-12)</a>	N/A	Report Directory	
2016 - Semester 1	No	Report Card	Tue Jan 19, 2016 1:43pm
<a href="#">FIVE</a>	N/A	<a href="#">Attendance Letter</a>	Tue Jan 19, 2016 12:00am
<a href="#">2015-2016 Semester 1 Report Card</a>	N/A	Report Card	Mon Dec 28, 2015 2:30pm
2015 - Semester 2	Yes	Report Card	Thu Mar 19, 2015 4:30pm
<a href="#">2013-2014 Report Card</a>	Yes	Report Card	Wed Jul 9, 2014 1:52pm
2014 - Semester 2	N/A	Report Card	Fri May 30, 2014 7:55am
<a href="#">Term 2/Semester 1</a>	N/A	Report Card	Fri Feb 7, 2014 9:58am

Portfolio - Highlights					
Jon					
School Year	Date	Type	Title	Grad Year	Grade Level
2015 - 2016	01/27/2016	INTERNSHIP	<a href="#">Art Gallery Tour Guide</a> 	2017	11

# Report Cards

When viewing your student's Report Card, you may be required to provide an electronic signature. When this occurs, an Electronic Signature screen will appear, and after reading the statement, you will click the "I agree" box and click Submit Signature. Afterwards, a View Report link will appear and your student's Report Card will display.

The screenshot shows a web interface with a table titled "Portfolio - Attachments". The table has columns for "Description", "eSigned", "Type", and "Created". An "Electronic Signature" dialog box is overlaid on the table, containing a legal disclaimer and an "I Agree" checkbox. Below the dialog box, there are "Signed By:" and "Date Signed:" fields, and "View Report" and "Submit Signature" buttons.

Description	eSigned	Type	Created
<a href="#">Birthday List (High School-Grades 9-12)</a>	N/A	Report Directory	
<a href="#">Report Directory (High School-Grades 9-12)</a>	N/A	Report Directory	
<a href="#">Student Access (High School-Grades 9-12)</a>	N/A	Report Directory	
<a href="#">zSC 2650445 (High School-Grades 9-12)</a>	N/A	Report Directory	
2016 - Semester 1	No	Report Card	Tue Jan 19, 2016 1:43pm
FIVE			Tue Jan 19, 2016 12:00am
2015-2016 S			Mon Dec 28, 2015 2:30pm
2015 - Seme			Thu Mar 19, 2015 4:30pm
2013-2014 R			Wed Jul 9, 2014 1:52pm
2014 - Seme			Fri May 30, 2014 7:55am
Term 2/Seme			Fri Feb 7, 2014 9:58am

**Electronic Signature**

Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this report card, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

\* I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.

I Agree

Signed By:  Date Signed:

[View Report](#) [Submit Signature](#)

School Year	Grad Year	Grade Level
2015 - 2016	2017	11

# Food Service

- 1) You may review balance information and student purchases by clicking the **Food Service** button in the navigation menu of Skyward.
- 2) You may apply online for the Free/Reduced meal program by clicking on **Applications** link on the food service page

\* You may fund your family lunch balance by making payments by way of **e~Funds For Schools** by clicking the **Make a Payment** link (under Food Service in Skyward) or by browsing to <https://payments.efundsforschools.com/v3/districts/55544> or by payment in the Business Office. Additional information on food service policy available at <https://www.smsacademy.org/resources/parents-families/>

\* If you are a new family, you must click the "Create an Account" button before utilizing e~Funds for Schools. (See next \* for important information.)

\* The Family Number can be located in Skyward by clicking the **Student Info** button in the navigation menu and then **selecting your student**. The Family Number can be located by clicking **View (Student Name)'s Family** link . This information is **required** for initial registration for e~Funds For Schools payment system.

The screenshot shows the e~Funds for Schools website interface. The header includes the logo and the text "e~Funds for Schools Powered by Magic Writer". Below the header, the user is identified as "St. Mary's Springs Academy". The main navigation menu on the left includes "Home", "Make a Payment" (with a dropdown arrow), "Fund Lunch", "Student Fees", "Cart" (with a 0 icon), "Manage Students", "Login", and "Create an Account". At the bottom of the menu are links for "Privacy Policy", "Terms & Conditions", and "Contact Us". The main content area has a blue "Welcome!" banner. Below the banner, there is a section titled "What would you like to do?" with two options: "Fund Lunch" and "Pay for Student Fees", each with a small icon. To the right of this section are two light blue boxes. The top box is titled "Important Information" and contains the text: "First time users need to register under the new user area." The bottom box is titled "Welcome!" and contains the text: "We are excited to announce an updated parent website. If you are a current user, please log in with your existing username and password and take a look around. If you are a new user, please select Create an Account from the Main Menu to register. If you have questions, please select Contact Us."