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.
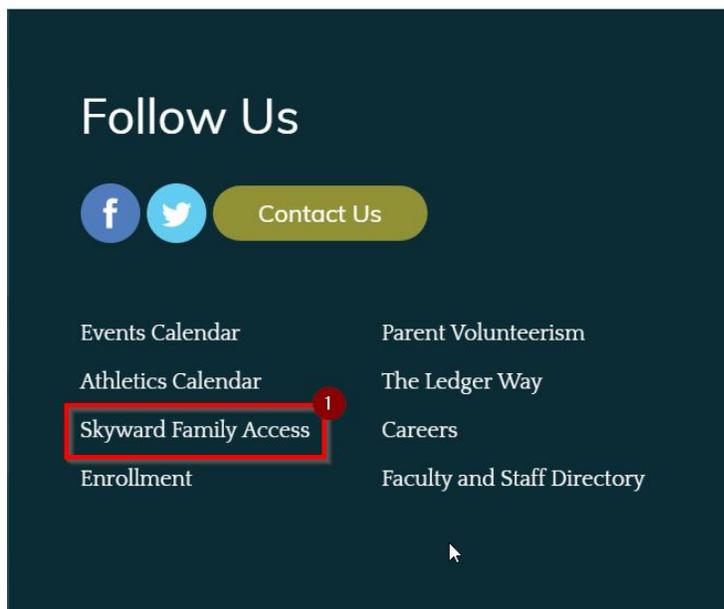
Skyward Sign In
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Skylert (automated phone calls - inclement weather)
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Skyward Sign In

1) Navigate to 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 from the email address that is on file for your account. *

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
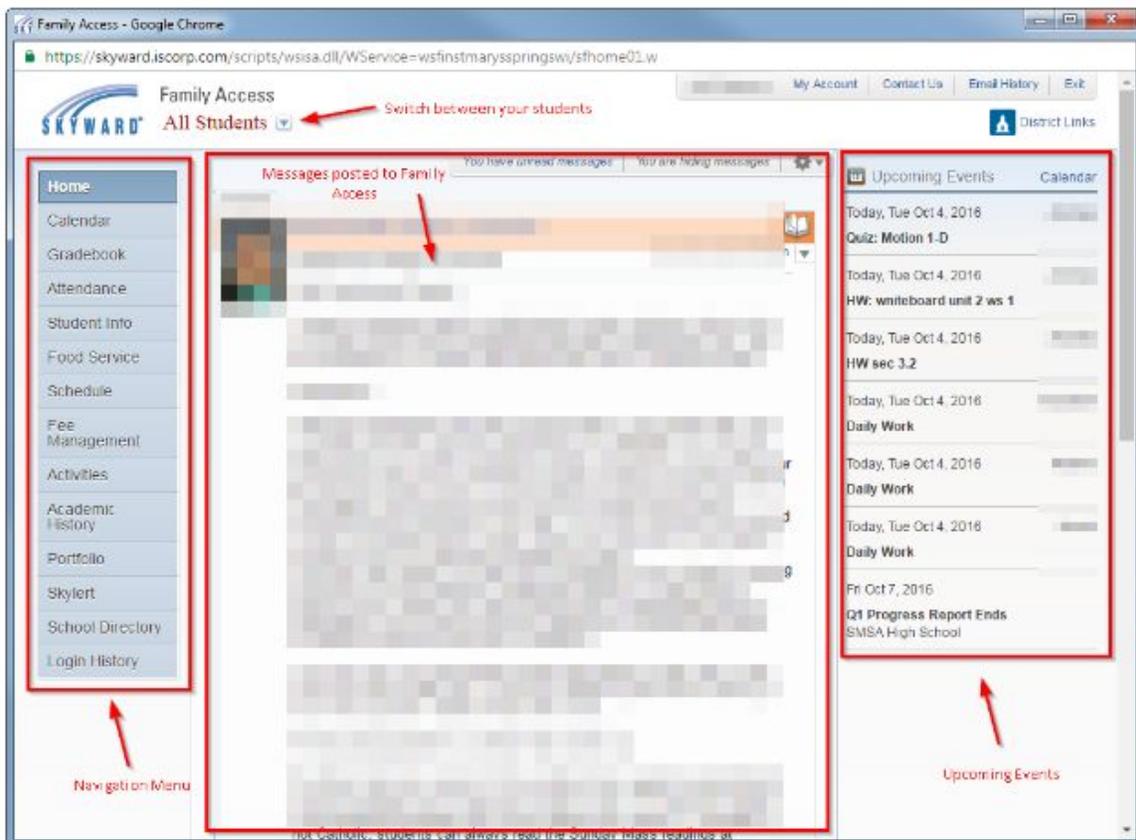
Contact Information & Email Notifications

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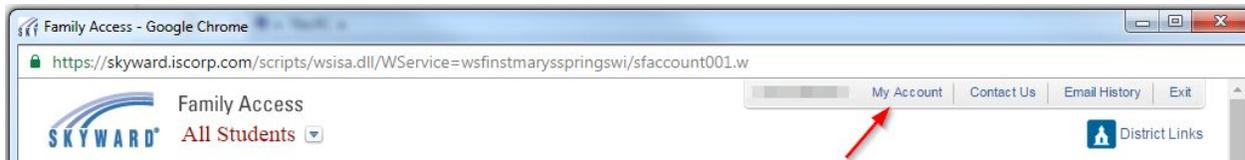
* The My Account area allows you to update information relating to your Account Settings, Email Notifications, and the School Directory.

* 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.

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
Birthday List (High School-Grades 9-12)	N/A	Report Directory	
Report Directory (High School-Grades 9-12)	N/A	Report Directory	
Student Access (High School-Grades 9-12)	N/A	Report Directory	
zSC 2650445 (High School-Grades 9-12)	N/A	Report Directory	
2016 - Semester 1	No	Report Card	Tue Jan 19, 2016 1:43pm
FIVE	N/A	Attendance Letter	Tue Jan 19, 2016 12:00am
2015-2016 Semester 1 Report Card	N/A	Report Card	Mon Dec 28, 2015 2:30pm
2015 - Semester 2	Yes	Report Card	Thu Mar 19, 2015 4:30pm
2013-2014 Report Card	Yes	Report Card	Wed Jul 9, 2014 1:52pm
2014 - Semester 2	N/A	Report Card	Fri May 30, 2014 7:55am
Term 2/Semester 1	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	Art Gallery Tour Guide	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.

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.