

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

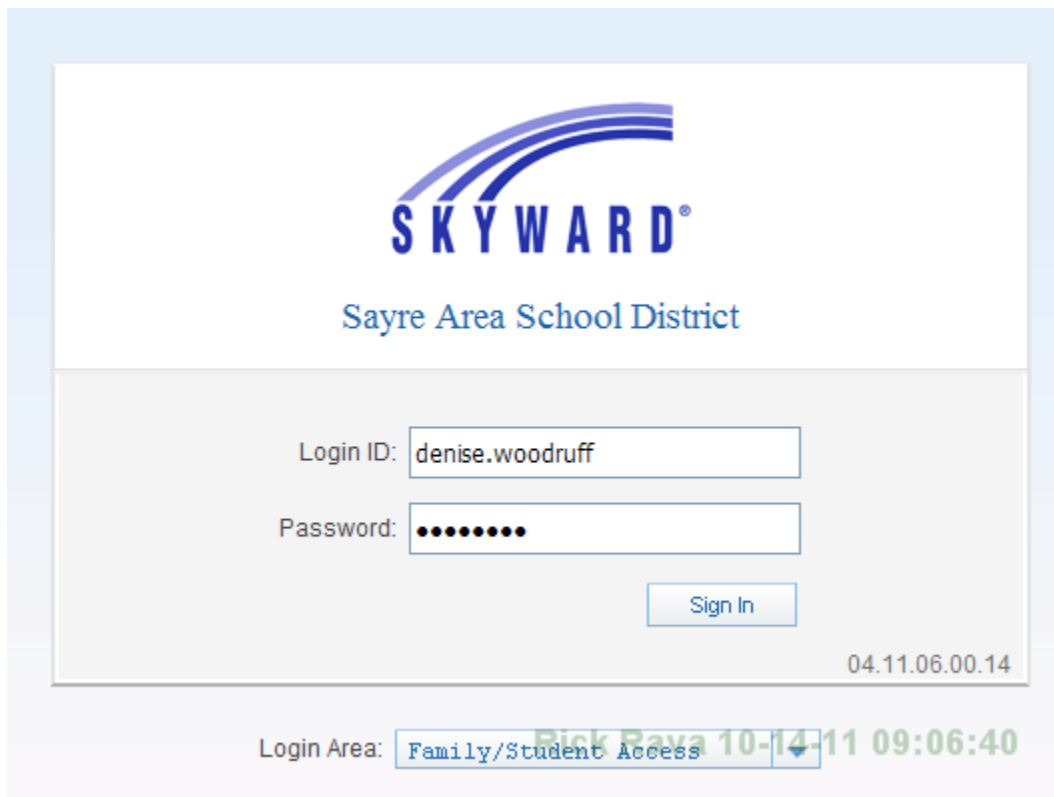
CHANGING YOUR PASSWORD FOR SKYWARD FAMILY ACCESS

Purpose

To change your Password for Skyward Family Access.

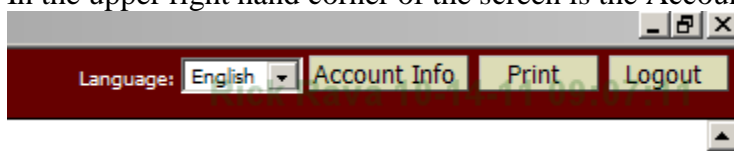
Change Password

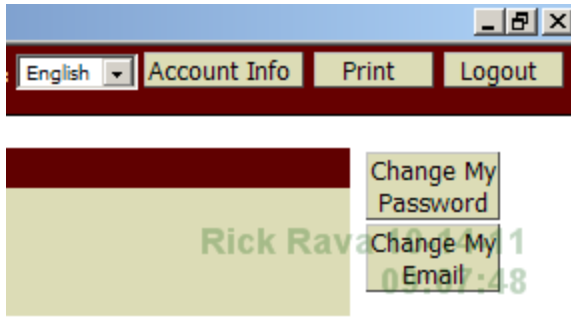
First you will need to log on to Skyward Family Access (see example below):



The screenshot shows the Skyward Family Access login interface. At the top, there is the Skyward logo (a blue arc above the word 'SKYWARD' in blue) and the text 'Sayre Area School District' below it. The login area contains two input fields: 'Login ID:' with the text 'denise.woodruff' and 'Password:' with a masked password of ten black dots. A 'Sign In' button is positioned to the right of the password field. In the bottom right corner of the login area, the date '04.11.06.00.14' is displayed. Below the login area, there is a 'Login Area:' label followed by a dropdown menu showing 'Family/Student Access' and a green timestamp 'Rick Rava 10-14-11 09:06:40'.

In the upper right hand corner of the screen is the Account Info button – click on this





Click on Change My Password

A screenshot of the 'Change my Password' form. The form has a dark red header with the title 'Change my Password'. It contains three input fields: 'New Password:', 'Retype New Password:', and '* Current Password:'. Each field is filled with black dots. To the right of the form are two buttons: 'Save' and 'Back'. A watermark 'Rick Rava 10-14-11 09:09:20' is visible in the background.

* Your current password is required before saving changes to your Account.

Enter your new password

Retype your new password

Enter your current password

Click on Save

The following message will appear – you have changed your password!

Password successfully changed.