

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

FIRST TIME LOG IN TO SKYWARD – CHANGE PASSWORD – INSIDE SASD NETWORK

Purpose

After contacting the SASD Technology Department for a Skyward Account, this procedure goes over the initial log in to Skyward and changing your password from within the SASD Network.

When should you change your password?

You should change your password immediately if someone else knows your password OR if you have had the same password for a long time.

How do I log in to Skyward and change my password?

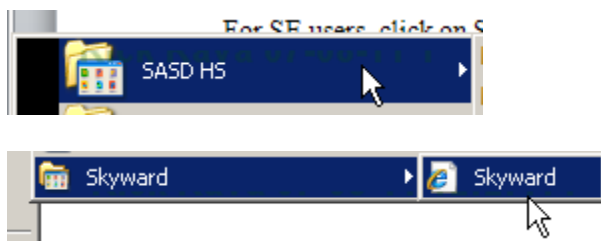
From within the SASD network on a SASD PC, please do the following:

Click on Start

For HS users, click on SASD HS, then click Skyward, then click on Skyward shortcut

For SE users, click on SASD SE, then click Skyward, then click on Skyward shortcut

The following is an example of the shortcut from a SASD HS computer



This will bring up the following screen



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Login:

Password:

04.10.12.02.12
Windows XP / Internet Explorer 8
[Add the Skyward Login page to your Favorites](#)
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Enter you username and initial password



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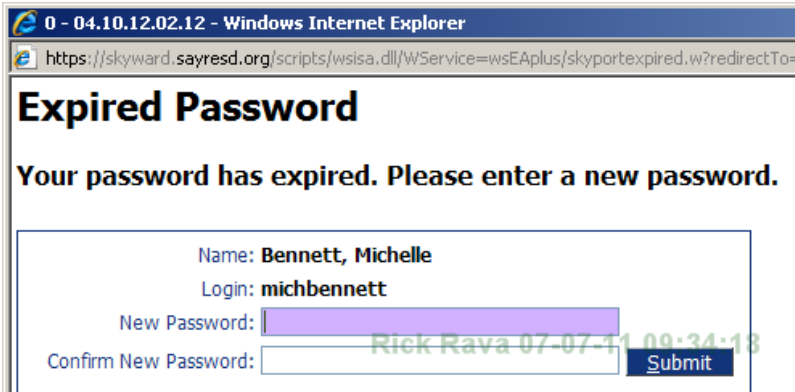
Login:

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04.10.12.02.12
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[Add the Skyward Login page to your Favorites](#)
[Make the Skyward Login page your Home Page](#)

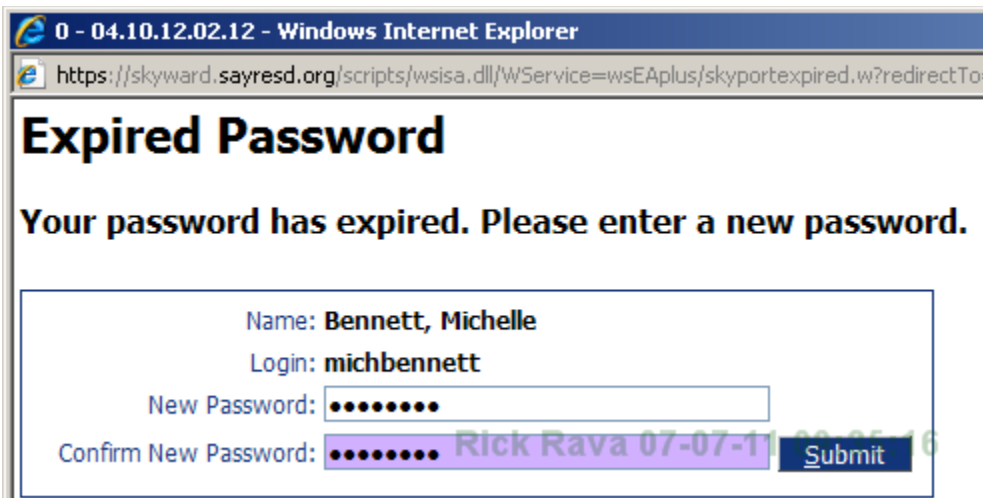
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The following screen will appear to change your password

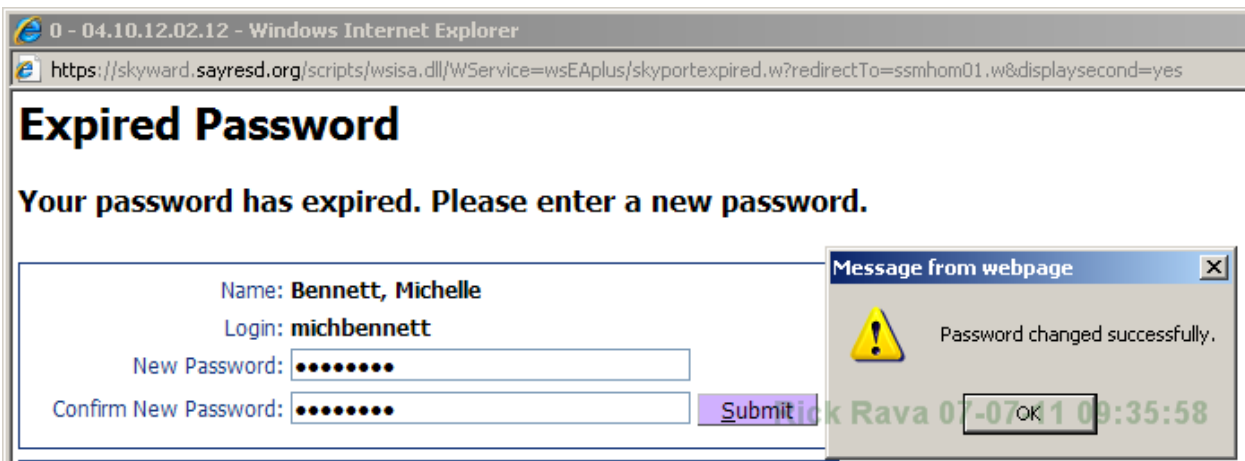


Enter in your desired password

Confirm your desired password



Click on Submit



Click on OK

You are now in Skyward

