

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

FIRST TIME LOG IN TO SKYWARD – CHANGE PASSWORD – OUTSIDE 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 outside the SASD Network (for example, from your home PC that is hooked up to the internet).

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.

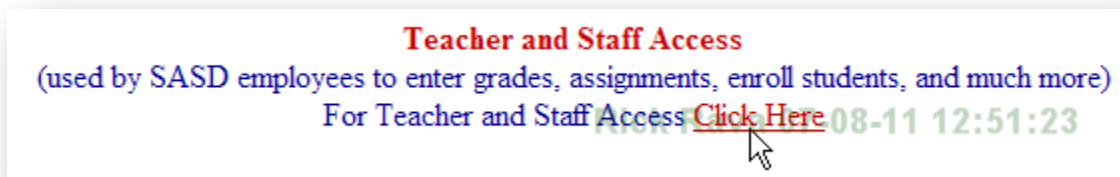
How do I log in to Skyward and change my password?

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

Open up your web browser


Go to: www.sayresd.org

Click on Skyward Quick Link



On this page, click on the link for Teacher and Staff Access

This will bring up the following screen



SAYRE AREA SCHOOL DISTRICT

04.12.02.00.04

Login ID:


Password:

Sign In

Login Area:

Rick Rava 02-28-12 14:35:13

Enter you username and initial password



SAYRE AREA SCHOOL DISTRICT

04.12.02.00.04

Login ID:

Password:

Sign In

Login Area:

Rick Rava 02-28-12 14:35:13

The following screen will appear to change your password

0 - 04.10.12.02.12 - Windows Internet Explorer
https://skyward.sayresd.org/scripts/wsisa.dll/WService=wsEApplus/skyportexpired.w?redirectTo=...

Expired Password

Your password has expired. Please enter a new password.

Name: **Bennett, Michelle**
Login: **michbennett**

New Password:

Confirm New Password:

Enter in your desired password

Confirm your desired password

0 - 04.10.12.02.12 - Windows Internet Explorer
https://skyward.sayresd.org/scripts/wsisa.dll/WService=wsEApplus/skyportexpired.w?redirectTo=...

Expired Password

Your password has expired. Please enter a new password.

Name: **Bennett, Michelle**
Login: **michbennett**

New Password:

Confirm New Password:

Click on Submit

0 - 04.10.12.02.12 - Windows Internet Explorer
https://skyward.sayresd.org/scripts/wsisa.dll/WService=wsEApplus/skyportexpired.w?redirectTo=ssmhom01.w&displaysecond=yes

Expired Password

Your password has expired. Please enter a new password.

Name: **Bennett, Michelle**
Login: **michbennett**

New Password:

Confirm New Password:

Message from webpage
Password changed successfully.

Click on OK

You are now in Skyward

Web Student Management - Entity 400 - W5 - 10668 - 04.12.02.00.04 - Windows Internet Explorer

Sayre Junior/Senior HS (400)

Richard Rava Account Preferences Exit ?

Home Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Student Management

My Favorites

- Student Management
- Course Master

My Print Queue

| Job | Status |
|--|-----------|
| User Security Change Report - SASD User Security Changes | Completed |
| User Security Change Report - SASD User Security Changes | Completed |
| User Security Change Report - SASD User Security Changes | Completed |
| User Security Change Report - SASD User Security Changes | Completed |
| User Security Change Report - SASD User Security Changes | Completed |

Jump To Other Systems

- Educator Access Plus
- Student Management
- Product Setup

Recent Programs

- Student Management Home

Rick Rava 02-28-12 14:34:24