

## Web Access Overview

This area provides the capability to review and modify students Web Access information such as login and password, school or home email address, AUP information, as well as enabling Student Access and Mobile ID Card. In addition, the student’s guardian Web Access information may also be viewed and modified and includes login and password, enabling Family Access, home email address, as well as enabling/disabling several Subsystem Options in Family Access.

Navigate to Student Management > Students > Student Profile > General, and select Web Access.

The screen is split with the student Web Access displaying at the top and the guardian information at the bottom. Select the appropriate Edit button to view or modify the information.

Note the option to Unlock Account for the guardian who is highlighted. If a guardian exceeds the number of times allowed to log in (fail to enter their correct login/password) and get locked out, use this option to unlock their account.

You also have the option to Email Account Reset Link for the guardian which allows them to reset their login information.

The screenshot shows the Skyward Web Access interface for a student named Amie Abascr (ID: ABASCAMI000). The interface is divided into several sections:

- Navigation:** Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, Custom Reports.
- Student Information:** Grad Year (Grade): 2021 (09), DOB (Age): 05/02/2003 (14), Entity, School, Status: 400, 400, A. Default: 400, 400, A. Advisor: [blank], Gender: F, NY Status: A, Other ID: [blank], Phone: (555)713-0622.
- Web Access Section:**
  - Student Information:** Login: amiej, School Email: amiej@scramble.com, Password: 4gtcsywk, Home Email: [blank]. AUP (Acceptable Use Policy):  Allow Student Access,  Allow Mobile ID Card. AUP (Acceptable Use Policy):  Approved,  Not Approved. Last Modified: 05/16/2017, Modified By: Abascr, Amie.
  - Guardians Table:**

Name Key	Last Name	First	Middle	Relationship	Login	Locked Out
ABASCLAU000	Abascr	Laurie			abascclau000	N
JONESCAR000	Jonescr	Carl			cj	N