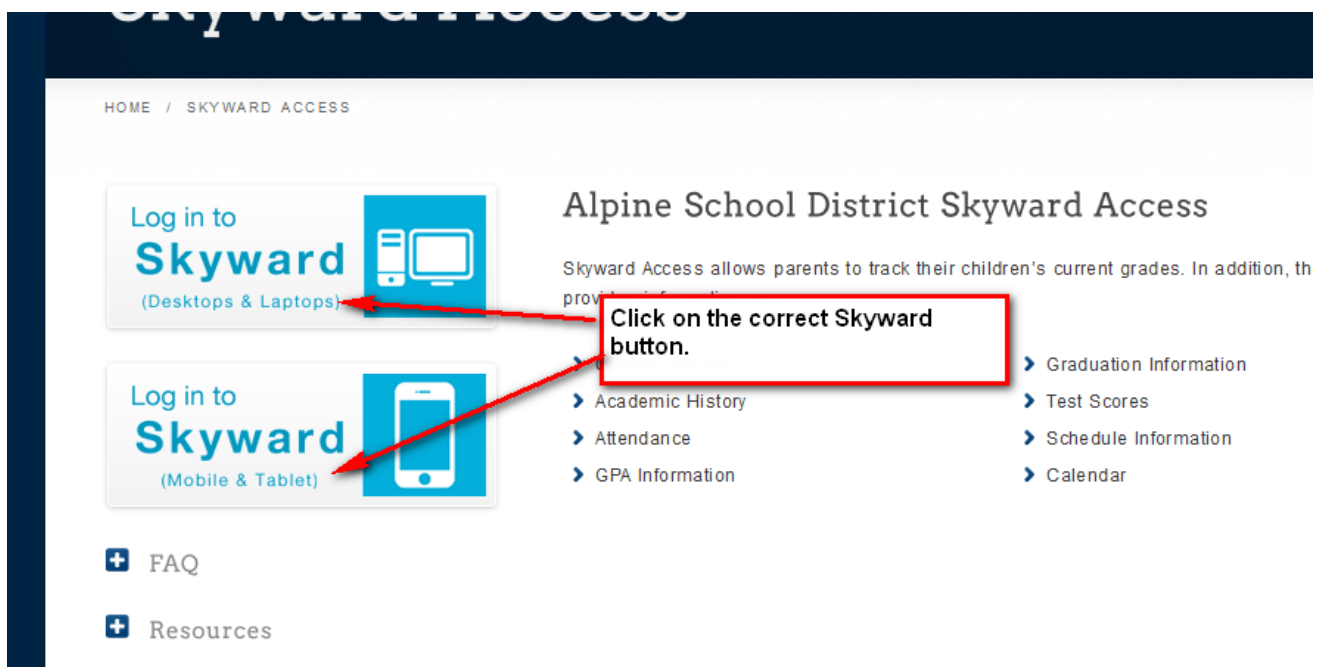
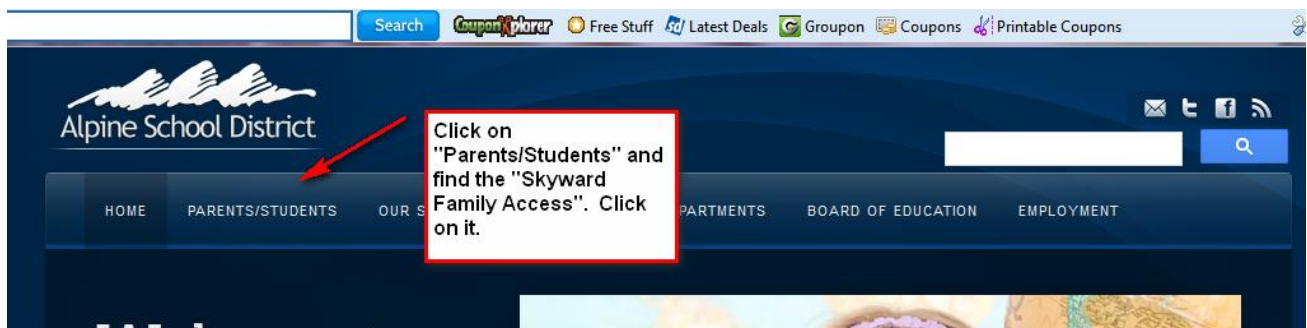


## SKYWARD ONLINE ENROLLMENT/STUDENT INFORMATION UPDATE

### PARENT SKYWARD TUTORIAL

LOGIN TO SKYWARD USING YOUR PARENT LOGIN AND PASSWORD. YOU WILL NOT BE ABLE TO COMPLETE THE ONLINE ENROLLMENT IF YOU ARE LOGGING IN AS YOUR STUDENT.

GO TO THE SKYWARD LOGIN SCREEN, ON THE ALPINE SCHOOL DISTRICT WEBSITE : [www.alpineschools.org](http://www.alpineschools.org)



IF YOU HAVE FORGOTTEN YOUR LOGIN AND PASSWORD:

CLICK ON "Forgot my login and password".

Login to Skyward. If you have forgotten your Login and/or password or never received it, click on "Forgot your Login/Password"

SKYWARD®

Alpine School District  
Student Production - Live

Login ID:

Password:

Sign In

[Forgot your Login/Password?](#)

05.13.02.00.11-10.2

Login Area: All Areas

YOU WILL ENTER YOUR EMAIL ADDRESS. THIS WILL BE THE EMAIL ADDRESS YOU GAVE THE SCHOOL FOR SKYWARD.

SKYWARD®

**Forgotten Login/Password Assistance**

Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

Email or User Name:

Submit Back

Enter the email address you gave the school for Skyward. Submit

YOUR LOGIN AND PASSWORD WILL BE SENT TO YOUR EMAIL. IF YOUR EMAIL ADDRESS IS NOT IN SKYWARD, CONTACT THE SCHOOL AND HAVE THE SECRETARY ADD IT.

## WHEN YOU LOGIN YOU WILL SEE THIS SCREEN. CLICK ON THE BUTTON

The screenshot shows the Skyward Family Access interface. At the top, the URL is <https://10.248.5.100/scripts/wsisa.dll/WService=wsEPlus/sfwmnu01.w>. The header includes the Skyward Family Access logo, a student ID field (redacted), the school name "AMERICAN FORK HIGH SCHOOL", and language options for English, Spanish, and Account. The main heading is "Student Information Update for 2013-2014". A sidebar on the left lists various navigation options: Student Information Update, School Year 2013-14, General Information, Calendar, Student Information, Skylert, Gradebook, Message Center, Attendance, Schedule, Graduation Requirements, Test Scores, Report Cards, Academic History, Email Notifications, and Login History. The main content area features an "Attention" message: "You have been granted an extended amount of time to complete". Below this, it says "Click the button below to update [redacted] for the 2013-2014 school year." A large button labeled "Start Student Information Update for [redacted] for the 2013-2014 school year" is highlighted with a red box and an arrow pointing to it from another red box containing the text "CLICK ON THIS BUTTON". A link for "Student Information Update Questions/Comments?" is also visible.

## YOU WILL SEE THE FOLLOWING SCREEN

The screenshot shows the "Update Student for 2013-2014" screen in the Skyward Family Access system. The browser title is "Skyward Family Access - Mozilla Firefox" and the URL is <https://10.248.5.100/scripts/wsisa.dll/WService=wsEPlus/sfwreg03.w?TS=53148&isPopup=true>. The header shows the Skyward logo, the student ID (redacted), and a "Close" button. The main heading is "Update Student for 2013-2014". A message states: "Student Information Update is open until 04/11/2013". Below this, instructions read: "Please go through each of the steps below to update [redacted] for the 2013-2014 school year. When you have finished a Step, please click the 'Step # has been completed' checkbox for that Step. When you have finished all of the Steps, please click the 'Complete Student Information Update' button." The steps are listed as follows:

- Step 1) [Verify Student\Emergency Information](#)  Step 1 has not been completed
- Step 2) [Verify Ethnicity/Race](#)  Step 2 has not been completed
- Step 3) [Acceptable Use Policy Form](#)  Step 3 has not been completed
- Step 4) [Media Release Form](#)  Step 4 has not been completed

A note states: "This step gives parents the ability to control the types of communications they receive from the school." The remaining steps are:

- Step 5) [Verify Skylert Information](#)  Step 5 (optional) has not been completed
- Step 6) [School Web Resources](#)  Step 6 (optional) has not been completed
- Step 7) [Pay school fees](#)  Step 7 (optional) has not been completed

The "Final Step)" is a large button labeled "Complete Student Information Update for [redacted] for the 2013-2014 school year".

YOU WILL CLICK ON EACH STEP TO OPEN IT. **YOU MUST OPEN EACH STEP,** REVIEW THE INFORMATION AND MAKE ANY NEEDED CHANGES, CLOSE THE SCREEN, YOU MUST **MARK THE STEP AS COMPLETED** BEFORE YOU CAN MOVE ON TO THE NEXT STEP.

### STEP 1:

This step allows you the opportunity to update your student's personal, family and health information. You also have the ability to change/add emergency contact information. Please note that the emergency contacts entered in Skyward are also those individuals that you authorize to pick up the student from the school.

Step 1)

[Verify Student Emergency Information](#)

Step 1 has not been completed

Click here.

Step 2)

[Verify Ethnicity/Race](#)

Step 2 has not been completed

THIS SCREEN WILL OPEN.

**Student Information** [View History](#) [Request Changes to Student Information](#)

**General Information**

Student Name:

Home Phone:

Second Phone:

Third Phone:

Student School Email:

Student Home Email:

Language:

Race:

Gender:

Birthday:

Birth County:

Birth State:

Birth Country: **USA**

Allow Publication of Student's Name for:

Military Use: **Yes**

Higher Ed Use: **Yes**

Click here to edit publication information, add phone numbers, change student's email address or language.

**NOTE:** IF YOU NEED TO MAKE CHANGES TO YOUR STUDENT'S NAME OR BIRTH INFORMATION, PLEASE CONTACT THE SCHOOL. STUDENT NAMES IN SKYWARD MUST BE THEIR **LEGAL NAME** AS FOUND ON THEIR BIRTH CERTIFICATE. PARENT NAMES SHOULD BE THEIR LEGAL NAMES.

MAKE CHANGES, IF YOU NEED TO, ON THIS SCREEN. SAVE AND GO ON TO THE NEXT BUTTON.

**Primary Family Information** [View History](#) [Request Changes to Family Information](#)

Primary Address

County:

**Click here to make changes to parent phone numbers, email addresses and and Home Language. Be sure to save.**

Mailing Address

**NOTE: TO MAKE AN ADDRESS CHANGE YOU MUST CONTACT THE SCHOOL.**

**Alert/Emergency Information** [View History](#) [Request Changes to Alert Information](#)

Physician  
Dentist  
Hospital  
Insurance  
Policy

**Click here to enter Dr, Dentist, hospital and insurance information.**

Policy:

**Emergency Contacts** [View History](#) [Request Changes to Emergency Contacts](#) [Add a New Emergency Contact](#)

Contact Number: **1** Primary Phone:

Name:  Second Phone:

Relationship: **BROTHER** Third Phone:

Comment: Pick Up:

**Click here to make changes to current Emergency contacts.**

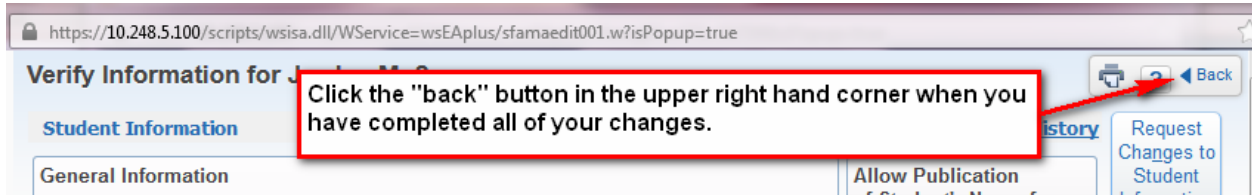
**Click here to add new Emergency contacts**

**Health Information** [View History](#) [Request Changes to Health Information](#)

Health Problems

**Click here to add to/change current Health Information.**

HEALTH INFORMATION CHANGES WILL AUTOMATICALLY GO TO THE SCHOOL NURSE. WHEN THE NURSE APPROVES THE CHANGES, YOU WILL SEE THE CHANGE IN SKYWARD.



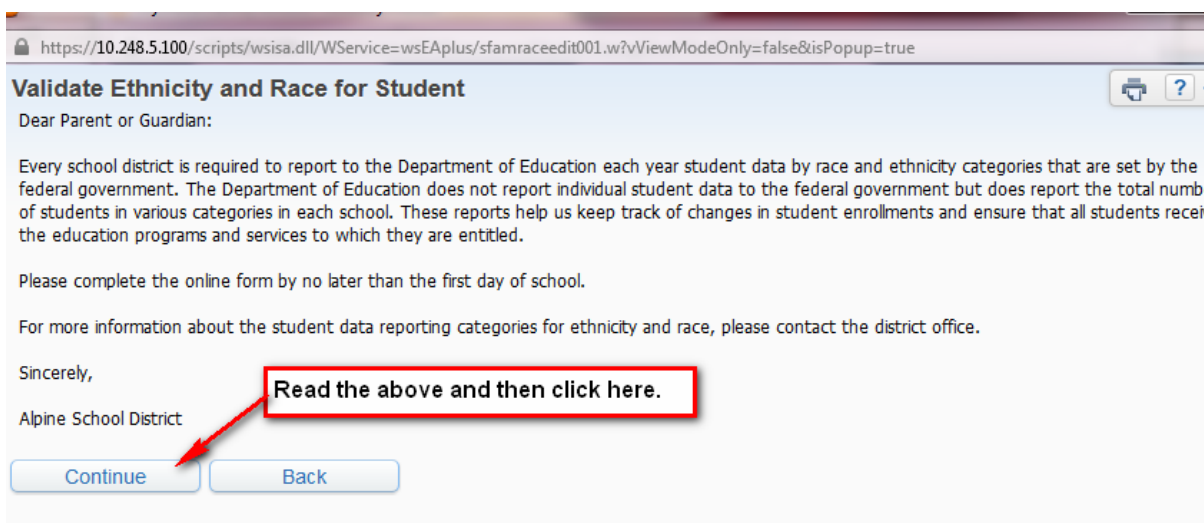
NOW YOU CAN MARK STEP ONE AS COMPLETED AND MOVE ON TO STEP TWO.

This step allows you the opportunity to update your student's personal, family and health information. You also have the ability to change/add emergency contact information. Please note that the emergency contacts entered in Skyward are also those individuals that you authorize to check your student out of the school.

- Step 1) [Verify Student\Emergency Information](#)  **Step 1 has been completed**  
Completed on 04/24/2013 at 3:49 pm by [Redacted]
- Step 2) [Verify Ethnicity/Race](#)  Step 2 has not been completed

## STEP 2:

- Step 2) [Verify Ethnicity/Race](#)  **CLICK HERE** Completed on 04/24/2013 at 3:49 pm by [Redacted]
- Step 3) [Acceptable Use Policy Form](#)  Step 3 has not been completed



## Validate Ethnicity and Race for Student

### Ethnicity/Race Validation

Please answer **BOTH** questions 1 and 2.

Make sure this information is correct and then save.

1. Is [redacted] Hispanic or Latino?

No, My Child is not Hispanic or Latino

Yes, My Child is Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2. What is [redacted] race? (Please mark all that apply)

**American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment

**Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

**Black or African American** - A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

MARK STEP TWO AS COMPLETED.

Step 1)

Verify Student\Emergency Information

**Step 1 has been completed**

Completed on 04/24/2013 at 3:49 pm by [redacted]

Step 2)

Verify Ethnicity/Race

**Step 2 has been completed**

Completed on 04/24/2013 at 3:58 pm by [redacted]

Step 3)

Acceptable Use Policy Form

Step 3 has not been completed

**STEP 3:**

THIS STEP IS PERMISSION FOR YOUR STUDENT TO USE THE INTERNET. YOU MAY HAVE COMPLETED THIS FORM LAST YEAR. PLEASE OPEN IT, MAKE SURE IT IS CORRECT AND SAVE.

Step 3)

Acceptable Use Policy Form

Completed on 04/24/2013 at 3:58 pm by [redacted]

Step 3 has not been completed

As the parent/guardian of the student,

I grant

permission for my child to use the area network/Internet in ALL following ways:

- Internet services
- Student Email
- Google Docs
- Other services

Read the form and make any change here.

### MARK STEP 3 AS COMPLETED

Step 3)

Acceptable Use Policy Form



Step 3 has been completed

Completed on 04/24/2013 at 4:04

Step 4)

Media Release Form



Step 4 has not been completed

### STEP 4:

Step 4)

Media Release Form

Click Here

Step 4 has not been completed

This step gives parents the ability to control the types of communications they receive from the school.

Back

## Alpine School District

Student Media Release – School and District Publications

Name: Grade: 11 Date: 4/25/2013

Read this form carefully and mark the boxes you agree with. Enter your name at the bottom and save. Remember, if you choose to make changes to this document you must contact the school.

Dear Parent/Guardian,

From time to time, your child's name and /or photo might be considered for publication/display in a school/district created web page or publication. Please take time to review the Information Release Form and select all appropriate options. If your preference changes during the year, you are responsible for contacting the school and completing a new form. If you have any other questions, please contact the school before saving.

Please click the box(es) below to indicate you agree to give permission.

WEB RELEASE: For publication on school/district created web pages

The school and district has permission to display my child's photo.

Date: 05/23/2012

The school and district has permission to display my child's photo with first and last name attached.

Date: 05/23/2012

I understand that this information will be available to anyone on the Internet.

Please note that this does not replace the District's Acceptable Use Policy or imply permission to use



MARK STEP 4 AS COMPLETED.

Step 4) [Media Release Form](#)  **Step 4 has been completed**  
Completed on 04/25/2013 at 9:32 am by [redacted]

This step gives parents the ability to control the types of communications they receive from the school.

STEP 5:

Step 5) [Verify Skylert Information](#)  Step 5 (optional) has not been completed

This step will allow you to request emails from Skyward regarding your Student's grading and attendance. If you wish to receive the emails, complete this step, save and mark this step as completed.

Step 5) [Verify Skylert Information](#)  **Step 5 (optional) has been completed**  
Completed on 04/25/2013 at 9:46 am by [redacted]

ALL STEPS, BELOW STEP 5, ARE SCHOOL RELATED. CLICK ON EACH STEP AND FOLLOWING THE INSTRUCTIONS. CLOSE THE DOCUMENT AND MARK COMPLETED.

IF YOUR STUDENT IS IN JUNIOR HIGH OR HIGH SCHOOL, ONE OF THE STEPS WILL BE AN OPTION TO PAY SCHOOL FEES ONLINE.

NOW YOU HAVE COMPLETED ALL THE STEPS. BUT YOU ARE NOT DONE.

entered in Skyward and also check materials that you wish to check your student out of the cam

Step 1) [Verify Student\Emergency Information](#)  **Step 1 has been completed**  
Completed on 04/24/2013 at 3:44 PM by [redacted]

Step 2) [Verify Ethnicity/Race](#)  **Step 2 has been completed**  
Completed on 04/24/2013 at 3:53 PM by [redacted]

Step 3) [Acceptable Use Policy Form](#)  **Step 3 has been completed**  
Completed on 04/24/2013 at 3:59 PM by [redacted]

Step 4) [Media Release Form](#)  **Step 4 has been completed**  
Completed on 04/25/2013 at 9:27 AM by [redacted]

This step gives parents the ability to control the types of communications they receive from the school

Step 5) [Verify Skylert Information](#)  **Step 5 (optional) has been completed**  
Completed on 04/25/2013 at 9:41 AM by [redacted]

Step 6) [School Web Resources](#)  **Step 6 (optional) has been completed**  
Completed on 04/25/2013 at 9:47 AM by [redacted]

Step 7) [Pay school fees](#)  **Step 7 (optional) has been completed**  
Completed on 04/25/2013 at 10:26 am by [redacted]

**YOU ARE NOT DONE !!!!!!! YOU MUST CLICK ON THE LAST BUTTON AT THE BOTTOM OF THE PAGE.**

Final Step) **Complete Student Information Update for [redacted] for the 2013-2014 school year**

**Click here**

THIS FINAL SCREEN, SHOWS YOU THE STEPS WHERE THERE WERE NO CHANGES MADE.

**Complete Student Information Update** Back

By completing Student Information Update, you are confirming that the Steps below have been finished.  
Are you sure you want to complete Student Information Update for [redacted]

**Review Student Information Update Steps**

Step 1) <b>Verify Student\Emergency Information</b>	Completed on 04/24/2013 at 3:44 PM
<i>No Requested Changes exist for Step 1.</i>	
Step 2) <b>Verify Ethnicity/Race</b>	Completed on 04/24/2013 at 3:53 PM
<i>No Requested Changes exist for Step 2.</i>	
Step 3) <b>Acceptable Use Policy Form</b>	Completed on 04/24/2013 at 3:59 PM
Step 4) <b>Media Release Form</b>	Completed on 04/25/2013 at 9:27 AM
Step 5) <b>Verify Skylert Information</b> (Optional)	Completed on 04/25/2013 at 9:41 AM
Step 6) <b>School Web Resources</b> (Optional)	Completed on 04/25/2013 at 9:47 AM
Step 7) <b>Pay school fees</b> (Optional)	Completed on 04/25/2013 at 10:21 AM

**Review the information. If you need to make a change to any of the information, click on the "Back" button in the upper right hand corner. Go back to the step you need to change. Complete your changes and mark the step as completed. Then come back to this screen.**

**If the information is complete click on the "Complete Student Information Update" button. Now you are done. Thank you .**

Guardian Name: [redacted] Guardian Address: [redacted]  
Highland, UT 84003

**Complete Student Information Update**  
Print

YOU WILL BE TAKEN BACK TO THE PARENT SKYWARD MAIN SCREEN.  
YOU WILL SEE THIS MESSAGE THAT YOU HAVE COMPLETED THE  
STUDENT INFORMATION UPDATE.

Student Information Update was **COMPLETED** for [REDACTED] on 04/25/2013 by [REDACTED]

Student Information Update has been marked as Completed for  
[REDACTED] for the **2013-2014** school year.  
[Click here to re-open Student Information Update in order to make  
changes.](#)

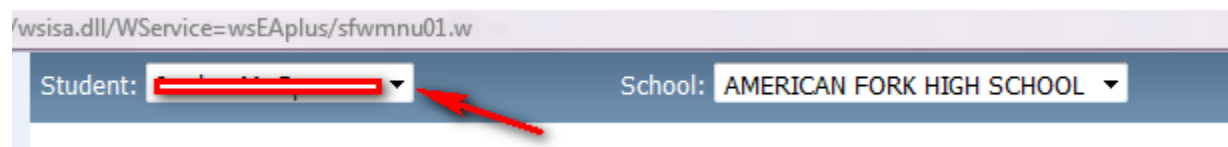
YOU ARE NOW DONE WITH THIS STUDENT.

IF YOU HAVE OTHER CHILDREN ATTENDING A SCHOOL IN  
ALPINE SCHOOL DISTRICT, YOU WILL NEED TO COMPLETE THIS  
PROCESS FOR EACH STUDENT.

#### **HOW TO SWITCH TO ANOTHER STUDENT:**

WHEN YOU ARE LOGGED IN TO SKYWARD YOU CAN SWITCH TO  
YOUR OTHER CHILDREN'S STUDENT INFORMATION BY CLICKING  
ON THE DOWN ARROW BY YOUR STUDENT'S NAME.

YOU CAN SEE ALL OF YOUR CHILDRENS' INFORMATION WITH  
ONLY ONE LOGIN.



**Note:** You will be able to continue to Login to Skyward,  
through out the School year and make changes to phone  
numbers, email addresses and Emergency Contacts.