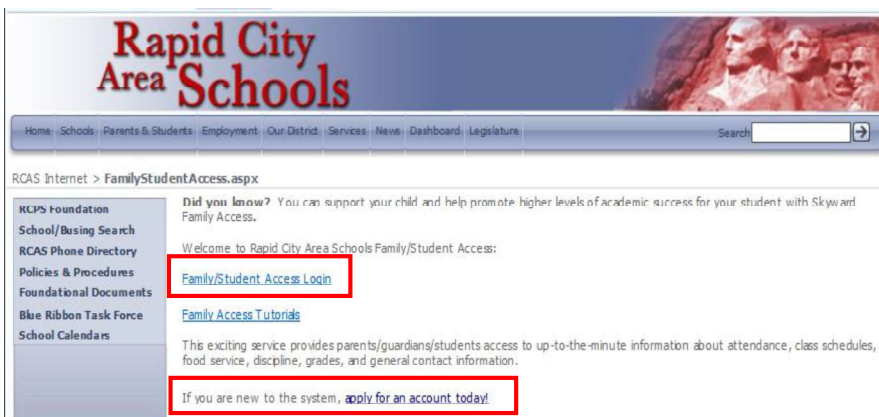


## Family Access Tutorial

To access Family Access, go to RCAS.org and hover over Parents & Students tab, click on Family Student Access.



Here, you can create/apply for an account or click on Family/Student Access Login. There are several Family Access Tutorials available from this page, located under the Family/Student Access Login link.



Login to Skyward. Make sure the Login Area shows Family/Student Access. On the opening screen you can quickly view many items such as your student information, student schedules, food service information, your account information and food purchases as well as login history. Click on Open Family Access.



# Family Access Overview

The screenshot shows the Skyward Family Access web application interface. The browser address bar displays "https://skyward.iscorp.com/ - Family Access - Internet Explorer". The page header includes the Skyward logo, "Family Access", and "All Students" with a dropdown arrow. Navigation tabs at the top right include "My Account", "Email History", and "Exit". A "District Links" section with Facebook and Twitter icons is also present. The main content area is divided into three primary sections: a left navigation pane, a central message center, and a right-hand calendar of upcoming events.

**Navigation pane:** click on the different tabs to get to other areas.

**My Account:** Change password, Sign up for email notifications, add your family to the School Directory.

**Upcoming Events:** See district or school events and student assignments.

**Message Center:** View messages from the district, school or your student's teachers in the Message Center.

The navigation pane on the left lists the following options: Home, Online Forms, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, Activities, Graduation Requirements, Academic History, Report Cards/Portfolio, Course Learning Center, School Directory, Login History, and SkyPort.

The message center displays two messages from Karl Leggate (Math 6 / 10, Period 6) on Monday, March 7, 2016, at 10:56am. The first message states: "An Online Form is now available to fill out. Online Registration Forms is now available to fill out at South MS, yet has not been completed for [redacted]. It is due by 05-20-2016. Fill out Online Form". The second message states: "RCAS Activities Forms is now available to fill out at Central, yet has not been completed for [redacted]. It is due by 06-01-2016. Fill out Online Form".

The upcoming events calendar for March 7, 2016, includes: "15-1 guided reading", "Early Release South MS" (Wed Mar 9, 2016), "Early Release Central" (Wed Mar 9, 2016), "26 Bell Work 2/29-3/4" (Fri Mar 11, 2016), "Early Release South MS" (Wed Mar 16, 2016), "Early Release Central" (Wed Mar 16, 2016), "Quarter 3 Ends South MS" (Fri Mar 18, 2016), "Quarter 3 Ends Central" (Fri Mar 18, 2016), and "Mon Mar 21, 2016".