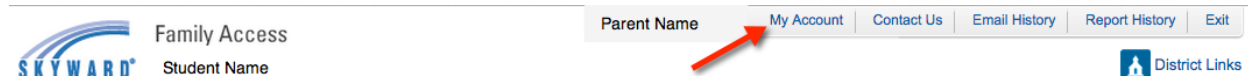


Family Access Quick Start Guide

For parents with multiple Nicolet students, please use the **Student** pull down menu to select the student whose information you wish to view or select All Students. Use the **My Account** tab to change your email address or Family Access login name or password. **Please confirm that your email address is correct in our system as we use this to contact you regularly with updates and notifications.** You may also use settings in My Account to determine when you will get automated emails regarding student progress, high and low scores and low lunch balance.



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Verification of Student Information-Confirm that much of the information about your child is current in our system.

Online Forms-Complete forms online for administering prescription or non-prescription medications as well as confirm that you have received the Parent/Student Handbook.

Calendar-View attendance, assignments, tests and scores for your child(ren) on your calendar.

Gradebook-View each teacher's gradebook for your student. Click on the grade for the quarter to see details of all assignments. Click the assignment grade to see the details of a specific assignment. Missing assignments are listed at the top.

Attendance-This link will show you absence types and reasons by period for your child(ren).

Student Info-Update basic demographic information about your student and/or family.

Food Service-View the student's current balance, payment and purchase history. You may also click on the "Make Online Payment" button to add money to the lunch account balance. You will be directed to an online store hosted by RevTrak, a secure online service that partners with Skyward for this service. You will need to create an account on your first login. There is a transaction fee of \$1.95 per transaction. After adding money to the account, you will be returned to the Family Access page where you will see the new balance.

Schedule-This shows the student's schedule for the current term or the current year.

Fee Management-This link will show you the current fees for your student and the current balance. You may also use the "Make Online Payment" button at the top to pay any remaining balance. The \$1.95 transaction fee applies to fee payments too.

Portfolio-View copies of all report cards for your child(ren) in the portfolio. Report cards are no longer mailed home, so this is an important link for you.

Skylert-Skylert makes contact via phone, email and text messaging for general, attendance and emergency messages. Use this link to set your preferences for how you prefer to be contacted. Click **Edit** to make changes and **Save** when done.

Login History-This link will show the login history and the detail of what was examined during a specific login. As an added measure of security, check the history periodically to ensure the login history matches your use of Family Access. Remember that students have their own login and a different level of access to some information.