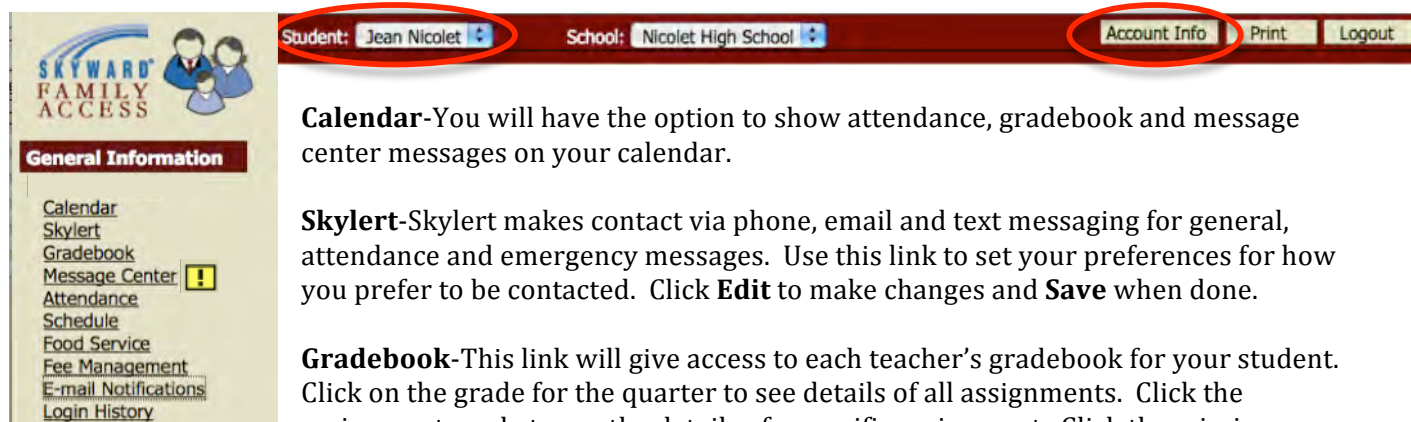


Family Access Quick Start Guide

For parents with multiple Nicolet students, please use the **Student** pull down menu to select the student whose information you wish to view. Use the **Account Info** button to change your email address or Family Access password. **Please confirm that your email address is correct in our system as we use this to contact you regularly with updates and notifications.**



Calendar-You will have the option to show attendance, gradebook and message center messages on your calendar.

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.

Gradebook-This link will give access to 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. Click the missing

assignments tab at the top to see missing assignments.

Message Center-The principal and your student's teachers can post messages to the message center. You'll see a yellow exclamation point next to the link when a new message is waiting for you.

Attendance-This link will show you any attendance entries and the type of entry by period for the student selected.

Schedule-This shows the student's schedule for the current term or the current year and link to teachers' email addresses.

Food Service-Use this link to 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.

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.

E-mail Notifications-This link will enable you to select various conditions under which you would like to receive email messages about high/low grades, daily attendance, and progress reports. 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.

More features will be added as the school year progresses.