

Using Family Access

a Handout for TISD Families, 2014-15 School Year

Logging In:

1. If you don't have a Family Access account, contact your child's school. You need to be listed a parent or guardian of the child to be eligible for this service.
2. Go to www.tisd.org.
3. Choose Students & Families.
4. Select Family Access.

Using Family Access

The screenshot shows the Family Access web application interface. The top navigation bar includes the user name 'Jacob Smith', 'My Account', 'Email History', and 'Exit'. A 'Select Language' dropdown menu and social media icons for Facebook and Twitter are also present. The main content area features a message from 'Sally Smith (Reading 6 / 06, Period 9)' with the subject 'Vocab Cards = Extra Credit' and a message about adding points for vocabulary cards. The left sidebar contains a menu with options like Home, Calendar, Gradebook, Attendance, Student Info, Academic History, Portfolio, Skylert, Health Info, School Directory, and Login History. The right sidebar shows 'Upcoming Events' for 'Monday, August 25' with the event 'FIRST DAY OF SCHOOL'. Numbered callouts are placed over the interface: '1.' points to the 'All Students' dropdown, '2.' points to the 'My Account' link, '3.' points to the 'Select Language' dropdown, '4.' points to the message card, and '5.' points to the 'Exit' button.

1. **Students:** If you have more than 1 student in the district, you can view all of your children by clicking the down arrow next to **All Students**.
2. **My Account:** Change your login name, password, and email here. Click on the buttons to the right of the account information to make the changes. You can also change your school directory information here. If you choose to add your information to the School Directory, you can allow it to be viewed by other family members, other grade level parents, or all of the school's Family Access users.
3. **Select Language:** You can use Google Translate to change the language that you wish to use for Family Access.
4. **Message Center Wall:** Messages from teachers and administrators will appear here. Parents can also post a message to a teacher or administrator here.
5. **Exit:** use this button to exit the program.

Home
Calendar
Gradebook
Attendance
Student Info
Schedule
Academic History
Portfolio
Skylert
Health Info
School Directory
Login History

Calendar: assignments, missing work, grades, and messages are displayed on the calendar.

Gradebook: view current averages when you click this link. You can click on the average link to see assignments.

Attendance: absence and tardy history is available by day or grading period. You can also enter an absence notification (click the Absence Notifications tab) to let the office know your child will be out.

Student Info: The information in this section is what is on file in the district’s database. If you need to request changes, you can *click Request Changes for child's name*. Depending on request, the change may be immediate or it may go into a queue to be approved.

Schedule: you can view your child’s schedule here. Beginning-of-the-year schedules are not available until they are finalized by the office.

Academic History: grade history for your child.

Portfolio: Previous year’s report cards, if your child was in TISD.

Skylert: You can set options for how you would like to receive School Messenger (now called Skylert) messages here.

Health Info: your child’s vaccination record (school record).

School Directory: the school directory can display parent name, student name, grade, siblings, and parent email addresses. Displaying information in the School Directory is not required.

Login History: shows the dates/times that you have logged in.

Skyward Mobile

1. Download the app from the App store (iPhone) or Play Store (Android). The name of the app is **Skyward Mobile Access**.
2. Once it is loaded, you will can choose the district by Current Location, Postal Code or District Name. If you choose District Name, enter TEMPLE ISD.
3. Log in with you Family Access user name and password. Click Save.
4. Click on Family Access, then your child’s name.
5. You will be able to see Attendance, Calendar, etc. here.

