



Parents,

Pasadena ISD has transitioned to a new portal system called Skyward Family Access which will allow parents, guardians and students to view and manage various student information, such as attendance records, calendars, graduation plans, schedules, grades, assignments and report cards.

In order to view information about your student(s), you must have an email address on file in the district's student information system (Skyward). If you do not have an email address on file, please contact your school office to have one added. Once your email address is on file you will receive an email containing your Family Access Username and a link to reset your password, similar to the one below.(see fig. 1)

From: PISD Skyward NoReply [<mailto:skywardnoreply@pasadenaisd.org>]
Sent: Friday, September 28, 2018 6:03 PM
To: your email@gmail.com
Subject: Family Access Account Information

You have been given permission to use Family Access to view information on your students at Pasadena ISD. A user account with User Name **XXXXXXX** was created for **Your Name**.

Follow the link below to reset the password on your User account and begin using Family Access.

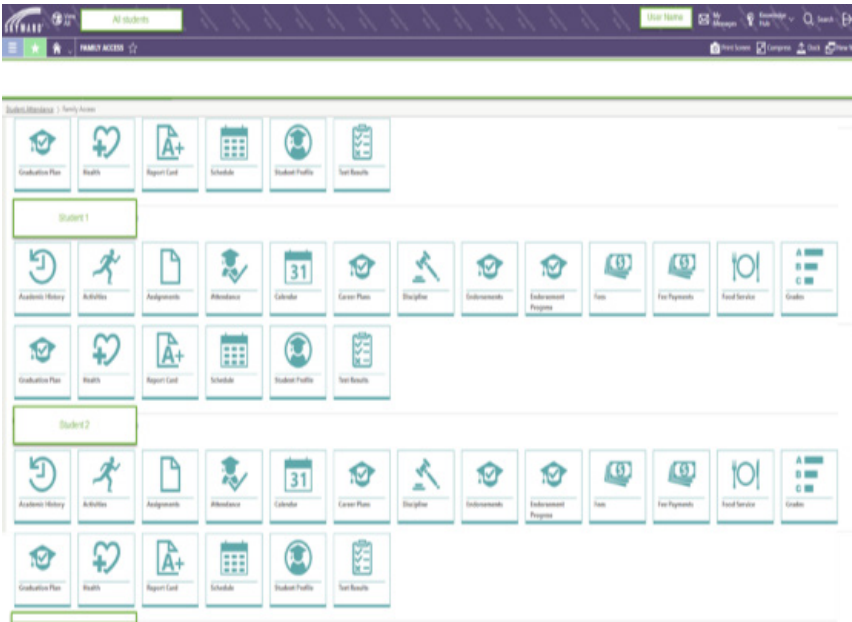
[Reset Password](#)

If you already have a Skyward password set up, please disregard this message and [Click Here](#) to log in.

Figure 1.

After you receive the email to reset your password, you have 24 hours to access the reset password link before it expires. If your link expires, you can still gain access to your account by clicking on the "click here" link in the email. Once you have clicked on the link, it will take you to the sign-in page.

On the sign-in page, click the "forgot your username or password" link. This link will take you to a page where you can enter either the username you were sent, or the email address you have on file in Skyward. Click the submit button and an email will be sent to you containing a new reset link.



Once logged in, you can access information about your student(s) by clicking the appropriate tile on your dashboard, as shown to the left.

For example, by clicking on “My Messages,” you can view messages sent to you by the school regarding campus events or the grading period. When you are in “My Messages,” clicking on the settings icon allows you to subscribe or unsubscribe to various messages including tracking/managing attendance, grading and assignment notifications.

You also have the ability to login to Family Access by downloading the Skyward Mobile Access app from either Google Play or the Apple App store.



Not all modules presented on this site are currently available. The link below provides helpful short videos, resources and FAQ’s on how to use Family Access.

<https://www.skyward.com/parents-and-students/qmlativ-toolkit/parents>



Complete this form and return to your child’s school to update your EMAIL address for Skyward Family Access. Please use a separate form for each individual student.

School _____

Student Name _____

Grade _____ Birthdate _____

Email #1 _____

Email #2 _____

Parent Cell #1 _____

Parent Cell #2 _____

Parent Signature _____

Print Parent Name _____

Thank you!