SKYWARD "FAMILY ACCESS"
INFORMATION FOR NEW FAMILIES

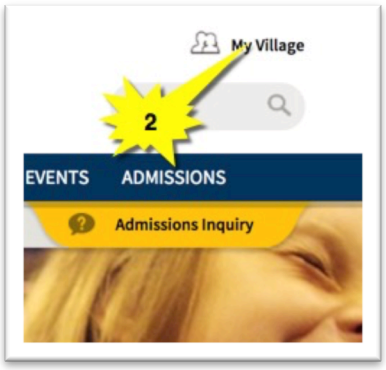
Our Student Information System, Skyward, has a parent portal called "Family Access." This portal allows parents to access and maintain important information for their children such as demographic information, emergency contacts, food service, messages from teachers, homework assignments, gradebook, report cards, attendance, etc. Some information applies to only certain grade levels.

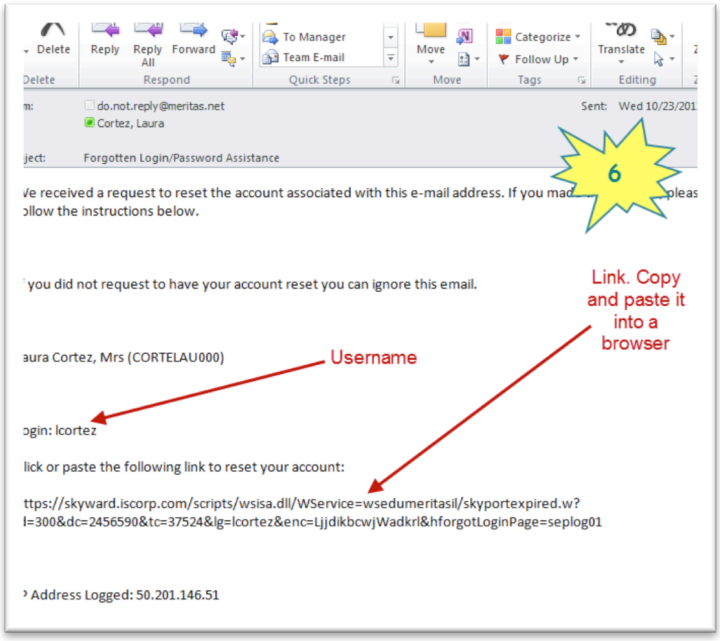
Activating your Skyward account

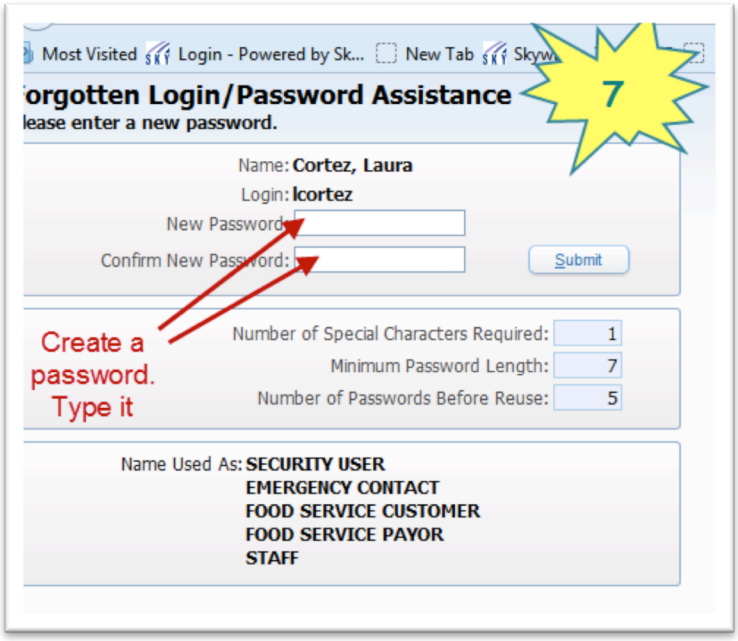
All Village guardians have an account in Skyward. To receive your Skyward username and password for the first time, or at any time if you forget it:

1) Go to The Village School website (http://www.thevillageschool.com)
2) Click on "My Village" (top-left corner of the screen)
3) Look for the blue **SKYWARD** picture and click on it.
4) Then, from the login screen, click on the "Forgot your Login/Password" link.
5) Then, on the prompt, enter your email address. Make sure this is the email address that the school has on file for you. You will get the following message "**Your request has been received by the district. If you don't receive the email soon, please contact the district**". You should receive an email shortly after this. If you do not get an email, contact Laura Cortez. Most likely we might have a different email address on file for you or no email address on file at all.
6) Look in your email for a message named ***"Forgotten Login/Password Assistance"*** This email comes from **NordAngliaEducation-DoNotReply@nordanglia.com.** When you open this email, you will see your **login** (username) and a link to reset your Skyward password. Your password WILL NOT BE PROVIDED in this email. **Click on the link**, or copy-paste it into a browser window.
7) You will be prompted for a new password. The password has to contain 7 characters and at least one special character (numbers are not considered special characters). Click Submit.

You should now be logged on in Skyward. Use your login and new password every time to log in to Skyward. You will be prompted to change this password every 90 days. A shortcut to the Skyward login page for The Village School is as follows: www.thevillageschool.com/skyward







Skyward Help

Below you will find a link to the user guide that will help you to log in and navigate in Skyward Family Access. This link is also available in each of the school portals (go to My Village, then School Portals and select Elementary, Middle, etc. portal) and the link will be there.

Each Middle and High School student receives their own username and password at school, but they can use this same process (if already have access to their email account) to create a Skyward password. At this time, Primary and Elementary School students do not have their own Skyward accounts; only their parents can access the system.

- **Family Access User Guide LINK**

If the link does not work, please try to copy-paste the following address into your internet browser: http://img.nordangliaeducation.com/resources/us/permacache/a48/9eb/99e/8ff1a422b1432e0062f214b7240c388e.pdf

Another useful document is our Frequently Asked Questions (FAQ's) that will answer most of the issues or questions you might have. Please use the following link for the FAQ's document.

- **Frequently Asked Questions**

Or copy and paste the following link into your browser: http://img.nordangliaeducation.com/resources/us/permacache/a48/9eb/920/ec86dddeba8cfed1d93bb718721d648b.pdf

Should you have any questions regarding Skyward, or if you don't get your Skyward login information within 24 hours after requesting it through the "Forgot your Login/Password?" link, please feel free to contact our school Skyward administrator, Laura Cortez (lcortez@thevillageschool.com) or call 281-496-7900 ext. 4443. You may leave a message with the issue and your call will be returned within 24-48 hours.