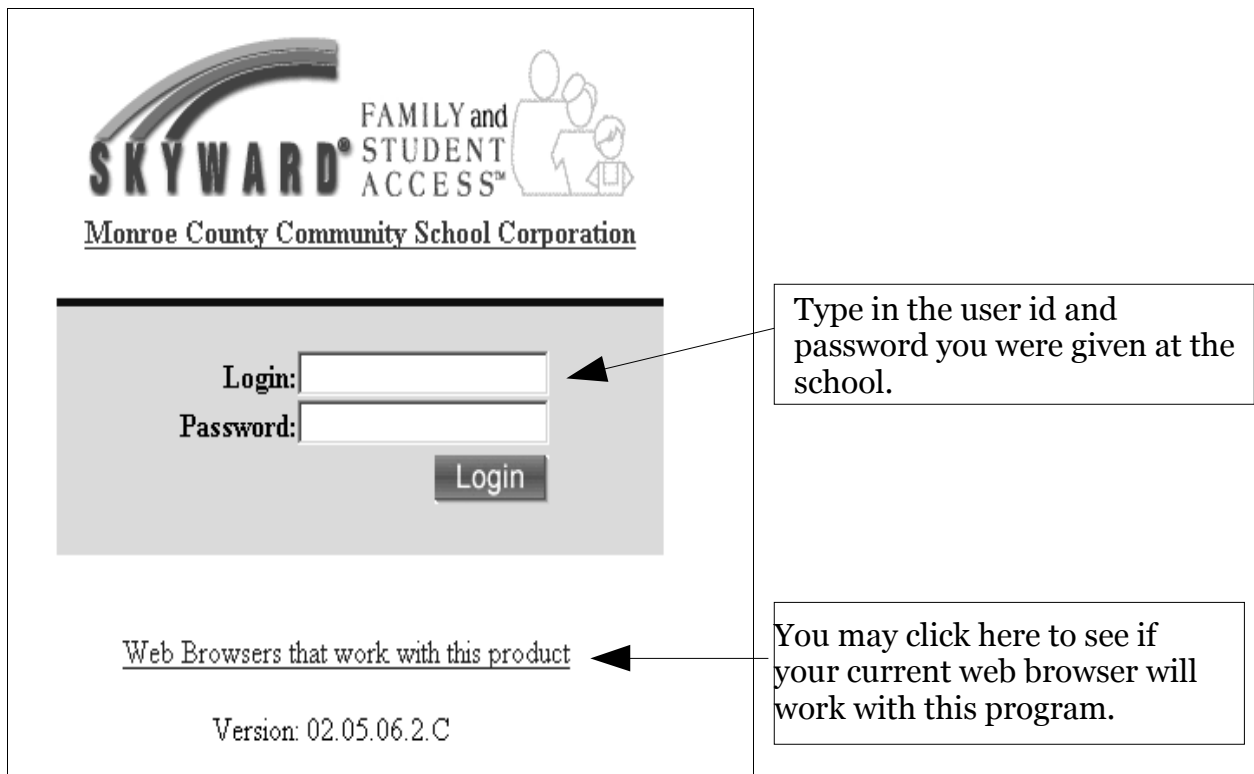


## Family Access Instructions

Steps to complete before entering Family Access:

1. Complete and Sign a Password Authorization Form
2. Submit Password Authorization Form and show identification to your student's school office staff.
3. Receive your user id and password.
4. Log onto the Internet.
5. Go to [www.mccsc.edu](http://www.mccsc.edu), click on Family Access, click on your student's school.
6. For more information, preview the Family Access Presentation on the Family Access Welcome Page.

When you click on your student's school, the "click" will take you to the Family Access Log-in Screen.



**SKYWARD** FAMILY and STUDENT ACCESS™  
Monroe County Community School Corporation

Login:   
Password:   
Login

[Web Browsers that work with this product](#)

Version: 02.05.06.2.C

Type in the user id and password you were given at the school.

You may click here to see if your current web browser will work with this program.

Login: LLLLLFFF###  
 Password: ●●●●●●●●  
 Login

Your current userid should consist of the first 5 letters of your last name followed by the first 3 letters of your first name followed by a 3-digit number.  
 Passwords are CASE sensitive.

The first time you log-in, the program will go directly to the Account Page to allow you change your userid and your password. Please be aware of the fact that if you should forget either your userid or your password you MUST return in person to the school to receive a new userid and/or password. Userids and Passwords will NOT be e-mailed or US Mailed to anyone until security issues are resolved and meet the standards regarding confidentiality.

The district office does not have your email address. Please provide your email address in the space provided, or mark the check box if you choose not to provide an email address to the district at this time.

Record no Address

<b>Account Information</b> Your name	
<b>Contact Information</b>	
Your current name, address and telephone number is displayed here.	
<b>Email:</b>	<input type="text" value="Your Current E-Mail"/>
<b>Login Information</b>	
<b>Current Login:</b> Your Current Login	
<b>New Login:</b>	<input type="text"/>
<b>New Password:</b>	<input type="text"/>
<b>Retype New Password:</b>	<input type="text"/>
<b>* Current Password:</b>	<input type="text"/> <input type="button" value="Save"/>

\* Entry of your current password is required before saving any changes to your Account Information.

**School Selection**  
BINFORD ELEMEN ▾

**General Information**  
[Login History](#)  
[Attendance](#)  
[Food Service](#)  
[Student Information](#)  
[Fee Management](#)  
[Health Information](#)

**Help**  
[Family Access Help](#)

After logging in, the first Family Access screen is the Login History screen. It will show the last time you logged in and the screens that were visited. To the left of the Login History screen, you will find the main menu screen for Family Access.

School Selection is connected to your student.

Attendance will take you to the attendance screen where you can peruse your student's attendance.

Food Service is where you will find account balances for the family account, as well as purchases and payments made by each of your family's students.

Student Information contains demographic and emergency contact information. Please contact the school should you need to make changes.

Fee Management holds your book bill information.

Health Information is where you will find your student's immunization records as well as Vision Tests, Scoliosis Screenings, etc.

On the top taskbar of Family Access, you will find Student Selection, this box allows you to toggle back and forth between your students (if you have more than one in the system). By clicking on the drop down box where your student's name appears, you will find a list of students who are associated with your family key. If you have more than one student enrolled and you do not find all of your students' names under the drop down box, please contact the school immediately.

**Student Selection** Your Student's Name ▾

You will also find on the top taskbar the option to print any screen and to access your account page should you wish to change your userid and/or password at anytime.

Print

Account Info

Please be sure to LOGOUT when you are finished. Thank you.

Logout