

# Ridgewood Public Schools

## SKYWARD STUDENT ACCESS

**QUICK START GUIDE:** In order to maintain communication between schools, parents and students, Ridgewood Public Schools offers a service called **Skyward Family/Student Access**. All Middle and High School students (grades 6-12) have separate logins to **Skyward (Student Access)** from their parents (**Family Access**). Although both **Family** and **Student Access** are similar, they are not the same. Students and parents should use their own login information to access **Skyward**. The link to **Skyward Student Access** can be found on the District website ([www.ridgewood.k12.nj.us](http://www.ridgewood.k12.nj.us)) as a Quick Link .



A Google Apps account and school email address is provided for students in grades 6-12 to receive messages from principals and teachers.

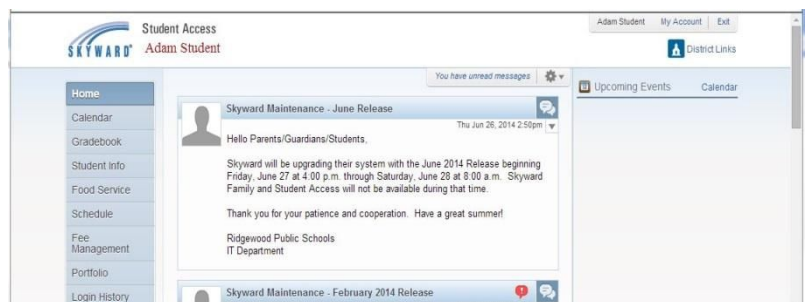
### For First Time Users or Forgotten Login/Password

Parents must first sign the online District AUP Policy form during the Mandatory Annual Student Information Update process in order for students to gain access to the District network. After the AUP Policy is signed, students will receive their RPS Network logon credentials at school. Students will use these credentials to access **Skyward Student Access, as well as other District online curriculum programs**. Student passwords must be at least 6 characters long and include alphabetic and numeric characters.



If a student needs to have their RPS Network credentials reset, they should see their building IT Technician or other school designated password manager.

Through **Student Access** students can view their own **Calendar, Student Information, Gradebook** assignments and grades, **Schedules, Food Service** activity, and wall (messages from faculty). Later in the year, students will have the ability to request courses for next year scheduling through **Student Access**. It is important for students to login to **Skyward** regularly to ensure assignments are current.



### Food Service Information

Students must use their own **Key Pad Number** when purchasing items in the cafeteria. Key Pad Numbers can be found in either **Student** or **Family Access > Food Service**. **DO NOT SHARE IT WITH ANYONE**. Students now have access to view their own Food Service purchases and balances. Parents must authorize students to charge purchases to food service accounts during Mandatory Annual Student Information process.



If parents have not authorized their Middle or High School student to charge, cash will be required for food purchases. If a student has authorization to charge, but the account balance falls below \$0, parents will receive notification from Administration that the account is in arrears, and the student will only be permitted cash purchases until the balance is brought up-to-date.

Any questions regarding Skyward Family or Student Access, email [skywardhelp@ridgewood.k12.nj.us](mailto:skywardhelp@ridgewood.k12.nj.us) or contact your Guidance Counselor at school.