


# Skyward Student Information System

## Ridgewood Public Schools

The Ridgewood Public School District offers parents of our school community an information service called "Skyward Family Access". Family Access is a password-protected website that provides parents access to Schedules, Grades, Report Cards, Homework, Attendance, Classroom Messages, Food Service and Fee Management information. The information in Family Access will aid in ongoing communication between you and your child's teachers and promote student success. Any questions and problems should be sent to [skywardhelp@ridgewood.k12.nj.us](mailto:skywardhelp@ridgewood.k12.nj.us)

### Parent/Guardian Login Instructions

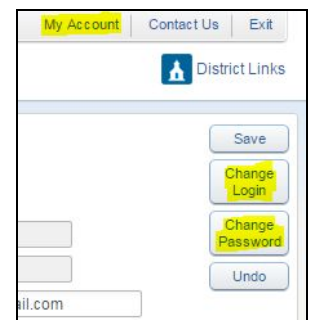
Each parent/guardian will have their own user account. **DO NOT share a username/password with your child.** Students in grades 6-12 have their own accounts through Student Access with different access than parents.

1. Go to the Ridgewood Public School website at <http://www.ridgewood.k12.nj.us/>.
2. Click on the **Skyward Quick Link** 
3. FOR FIRST TIME USERS or IF YOU HAVE FORGOTTEN YOUR LOGIN/PASSWORD or IF YOUR PASSWORD HAS EXPIRED
  - a. Click on **Forgot your Login/Password?**
  - b. If this is your first time using Skyward, enter the email address submitted during registration. If you are a returning user, enter the email address you have associated with your Skyward account.
  - c. **Check your email** for a message from [do.not.reply@ridgewood.k12.nj.us](mailto:do.not.reply@ridgewood.k12.nj.us).
  - d. Within the email click on the **reset password link**.
  - e. Take note of your username next to Login.
  - f. Set a new password. The password must be at least 6 characters long and include alphabetic and numeric characters.
  - g. Click on **Submit** button.
4. Enter your Login ID and Password and Click on **Sign In**. Once you have signed in, you may customize your login name to something that is easier for you to remember.



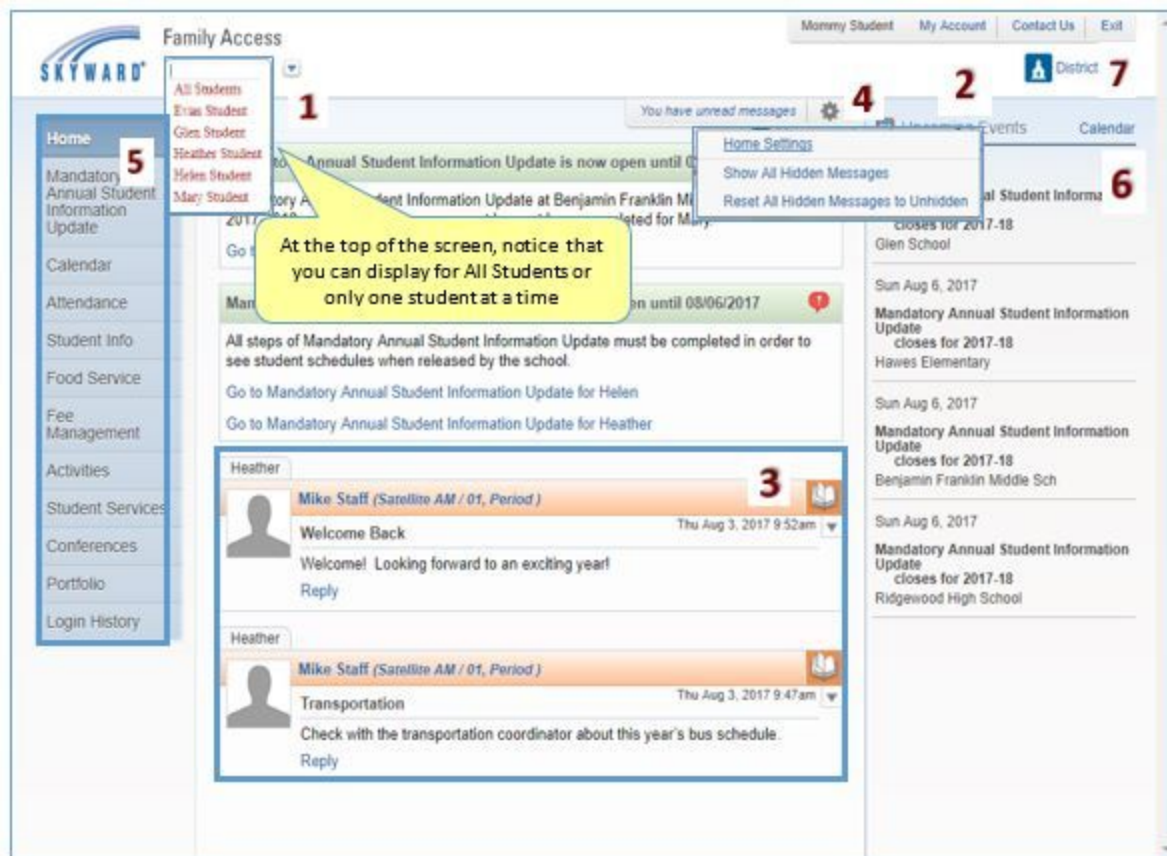
### To Change Your Email Address, Customize Your Login/Password/Language Preference

1. Login with your current logon and password and select **My Account** on the top right hand side of the screen.
2. Update your email address under **Account Settings**.
3. To change your Logon, click on **Change Logon**, enter your new logon name and your current password, **SAVE**.
4. To change your Password, click **Change Password**, enter your current password, your new password, **SAVE**. Passwords must be at least 6 characters, including alphabetic and numeric characters.
5. To translate Skyward to your language preference, [click here](#) for instructions.
6. **SAVE** account settings.



## Navigating Skyward Family Access

1. At the top of the screen you can select to view all students in your family, or by clicking on the down-arrow you can select students individually.
2. Click on **My Account** to review and update your login and email information. Here you can update your email, logon and password information. You can also select a language of your choice using Google Translate. [Click here for instructions.](#)
3. The middle portion of the **HOME** screen is referred to as the **WALL**. The Wall shows various warning and informational messages such as:
  - Class Messages that have been posted to Family/Student Access
  - Missing Email Address
  - Student Information Update Status
  - Ethnicity/Race Validation
  - Food Service Balance and Payments



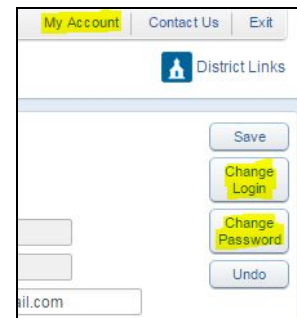
4. Messages can be hidden or displayed based on your preferences set in Home Settings options. Click on the cog icon next to select options in Home Settings, Show All Hidden Messages, or Reset.
5. Modules that are specific to your child's school can be selected along the left hand side of the screen.
6. The right of the screen shows upcoming events on the calendar. The calendar can be opened by clicking on the word **Calendar** at the top of the list. Once in the calendar, several new options have been added such as the ability to view by Day, Week, or Month and the option to print the calendar in a calendar format or a listing.
7. Please use the Exit button at the end of your session.

## Keeping your Skyward Information Current

In order to maintain the communication between schools, parents and students, it is essential that you check Skyward regularly and that there are current email addresses and phone numbers in Skyward Family and Student Access. If your information changes, please take a few moments to update your Skyward information.

### To Change Your Email Address, Login and Password

1. Login with your current logon and password and select **My Account** on the top right hand side of the screen.
2. Update your email address under **Account Settings**.
3. To change your Logon, click on **Change Logon**, enter your new logon name and your current password, **SAVE**.
4. To change your Password, click **Change Password**, enter your current password, your new password, **SAVE**. Passwords must be at least 6 characters, including Alpha and Numeric.
5. **SAVE** account settings.



### To Change Telephone Numbers

1. Select **Student Info** from menu on left
2. Click on **Request Changes for student name**. This is to the right of the screen for each child
3. Select **Family Information**
4. Update any phone number and click **SAVE**.

### To Update Emergency Contacts (Do not put yourself as the emergency contact)

1. Select **Student Info** from menu on left
2. Click on **Request Changes for student name**. This is to the right of the screen for each child
3. Select **Emergency Contacts** to change information for an existing contact or to delete a contact
4. Select **Change Emergency Contact Order** to change the order of the contacts
5. Select **Add Emergency Contacts** to add a new contact

### To Update/Change Student Name or Address

Changes to student's name and address require you to present proof of legal name and proof of residency to your student's school.

### Checking Food Service and Fee Balances

Login to Skyward Family Access. Select Food Service or Fee Management on the left of your screen. You can view all students' balances on one screen or you may select each of your student's names in turn (from the drop-down menu at the top of your screen). Each of your students has his/her own separate account, so each student's account balance, charges, and payments are unique.

You can now print meal statements from Family Access to review a detailed report of your child's food service purchases and payments for the current year.

1. Select the student from the Drop-Down menu at the top left
2. Click the **Food Service** tab
3. Under **Print Report** click FS Meal Statement
4. Enter the desired Date ranges (for example: 09/06/2018 to 10/10/2018) and select **Print**
5. When the report completes processing, click **View Report**

## Making Payments for Fees, Fines, or Food Service

## Skyward Student Access

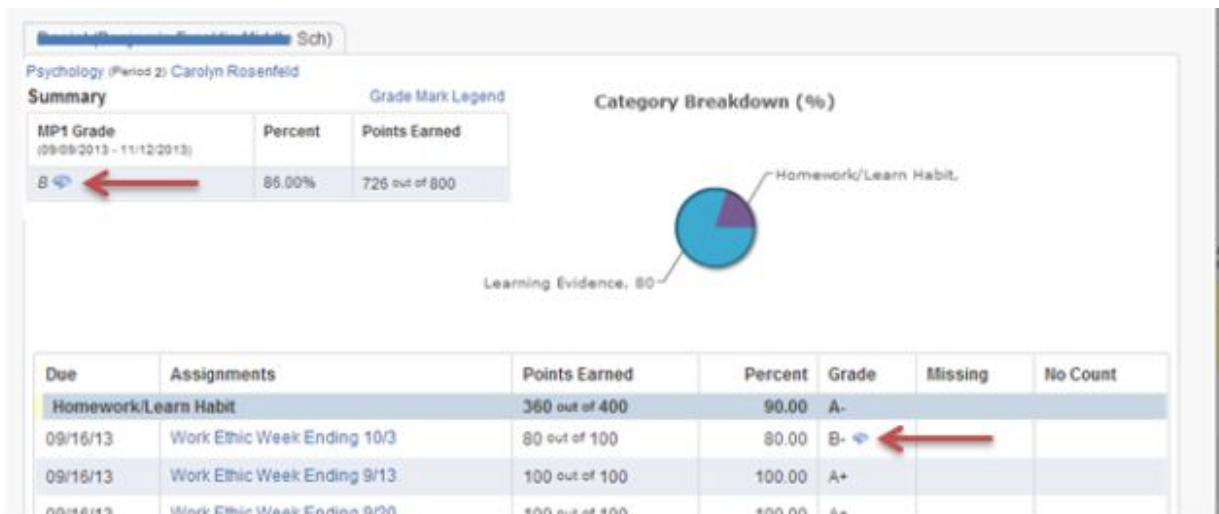
### Checking Assignments, Grades and Report Cards in Family and Student Access

#### Gradebook Assignments and Grades – Middle and High School only

1. Logon to Skyward Family or Student Access.
2. Click on the **Gradebook** tab.
3. To view the assignments that make up the grade, click on **Display Options** next to the student's name, and select **Show Assignments**. These display options will be honored upon each login. Where there are more than 5 assignments, the **Next #** option will be displayed. Click to see the next 10 assignments.

#### Progress Reports – Middle and High School only

1. Click on the Gradebook tab
2. The number of missing assignments will be displayed in **RED**. Click on the assignments in **BLUE** for details.
3. Middle School Students: Click on any Progress Period (PR) grade in **BLUE** to view the teacher comments for the Progress Report period. If you select the MP grade in **BLUE**, you can click on the **Blue Comment Bubble** next to the grade or assignment to view the teacher's comments.



High School Students: Click on any Marking Period (MP) grade in **Blue**. It will take you to the Progress Report for that marking period. Click on the **Blue Comment Bubble** to view the teacher's comments for the chosen Marking Period (under Summary), and/or next to an assignment.

#### Report Cards - All students

Report Cards for all grade levels are posted according to each school's schedule. Report Cards can be found under the **Portfolio Tab – Attachments**. Click on the report card you would like to view.

#### Honor Rolls - MS/HS only

Honor Roll history can be found under the **Portfolio Tab – Highlights**.