



Skyward Family Access Account information and Quick Start Guide

USERNAME: _____

Your skyward username is string of characters and numbers. The first five letters of your last name (include spaces), followed by the first three letters of your first name, followed by the three numbers: Example: Jane Doe is doe jan000

PASSWORD: _____

Note: Students will receive their own username and password when school starts. You are encouraged to **refrain from sharing your parent/guardian username and password with students.**

GETTING STARTED

To begin using Skyward Family Access, you will need:

- A computer connected to the internet (Note: there is also a Skyward Mobile App available for smart phones – [Click here](#) for instructions on downloading the app – Link also on district website under Skyward Family Access)
- A web browser (Internet Explorer, Google Chrome, Firefox, etc.) – Disable pop-up blockers
- Your Skyward Family access username and password (above)

Login to Family Access:

- Open your web browser to: www.ricelake.k12.wi.us click on the **Skyward Family Access** button.
- Enter your username and password.

OVERVIEW

Select a student at the top of the screen (or choose “All Students”) and click a tab on the left.

Information you’ll be able to access includes:

- **New Student Online Enrollment:** Should you need to enroll another student
- **Back to School Registration:** Complete these forms at the start of each year for each child
- **Arena Scheduling:** Used to register for summer academy courses grades 4K-8
- **Online Forms:** Includes athletic registration for older students (MS/HS)
- **Calendar** of events
- **Gradebook**
- **Attendance**
- **Student Info:** Emergency contacts, grade, other directory information
- **Busing**
- **Food Service**
- **Schedule:** See teacher/class information
- **Discipline**
- **Fees**
- **Student Services:** Section 504 or Special Education information
- **Conferences:** To sign up for parent/teacher conferences
- **Skylert:** Select how the district communicates different information with you
- **Health info:** See health conditions for your child(ren)

MORE INFORMATION

- Visit our Family Access website at www.ricelake.k12.wi.us – Parents – Skyward Family Access
- Call 715-234-9007