

Purpose: This tutorial will show you how to navigate the Student Information Update. Note: You must complete this process for each of your students.

1-LOGIN TO SKYWARD

GO TO THE <u>SKYWARD LOGIN SCREEN</u> OR TO <u>ALPINESCHOOLS.ORG</u> AND CLICK ON 'SKYWARD' ENTER YOUR (not the student's) GUARDIAN USER ID AND PASSWORD (Your ID will be something like MOUSEMIC000). CLICK 'Sign In'.



HELP! I FORGOT MY LOGIN ID AND/OR PASSWORD

- ON THE LOGIN SCREEN, CLICK "Forgot my login/Password".
- ENTER YOUR EMAIL ADDRESS. THIS WILL BE THE EMAIL ADDRESS YOU HAVE PREVIOUSLY ENTERED IN SKYWARD.



• YOUR LOGIN AND PASSWORD WILL BE SENT TO YOUR PERSONAL EMAIL (above).

• IF YOUR EMAIL ADDRESS APPEARS NOT TO BE IN SKYWARD (EITHER INCORRECT EMAIL OR A NEW ACCOUNT THAT HASN'T BEEN SET UP YET) CONTACT THE SCHOOL PERSONNEL DURING SCHOOL HOURS FOR HELP

2-CLICK ON "STUDENT INFORMATION UPDATE" ON THE LEFT HAND SIDE OF THE FAMILY SCREEN. Click on the name of one of your students.



3-CLICK ON EACH STEP TO UPDATE INFORMATION.

Haven (Willowcreek Middle School 2020-2021)	
Step 2. Verify Ethnicity/Race (Required)	Steps;
Please answer BOTH questions 1 and 2.	1. Verify Student Information Completed 07/23/2020 10:37am
1. Is rispanic or Latino?	Ja. Student Information
Yes, My Child is Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race	Jb. Family Address
2. What is reace? (Please mark all that apply) American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian	of c. Family Information
	of d. Emergency Information
	of e. Emergency Contacts
subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam	2. Verify Ethnicity/Race
Black or African American - A person having origins in any of the black racial groups of Africa Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa What is Tribal Affiliation?	3. School Discipline Policy
	4. Verify/Update Skylert Information
	5. Internet and Computer Use Policy
✓ (Required if race is American Indian or Alaska Native)	6. Student Personal Information Release
Complete Step 2 and move to Step 3	7. School Fees
Update Information in each step. Click here at the bottom of each step to move on to the next step.	8. School Lunch Payment (optional
	9. School Website (optional)
	10. Return to Learn Declaration d Completed 07/23/2020 10:37am
	11. Complete Student Information Update
	Previous Step Next Step
	Close and Finish Later

Step 4-WHEN YOU ARE DONE CLICK ON THE <u>LAST STEP</u> TO COMPLETE THE STUDENT INFORMATION UPDATE.

NOTE: Complete the steps and update information for each of your students.