

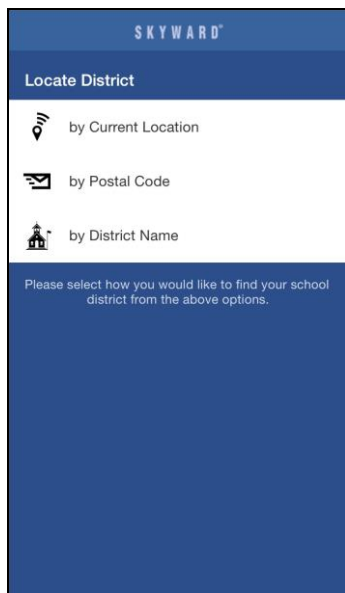
## Application Account Setup & Maintenance

- Initial Account Setup
- Account Maintenance

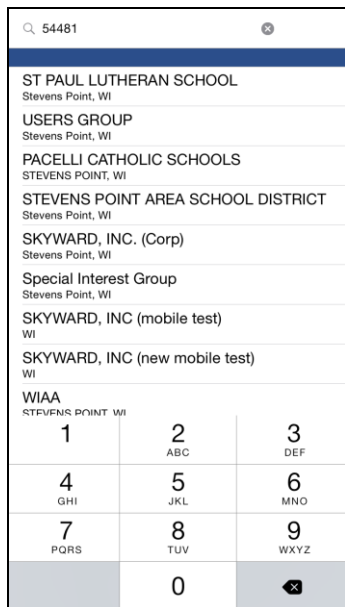
The Skyward Mobile Access application is available for free download onto iOS, Android, and Windows devices from their respective app stores. Once the application is installed on your device, you can launch it to begin the setup process.

**Note:** The appearance of your screens may differ from those shown below depending on your device's operating system.

### Initial Account Setup



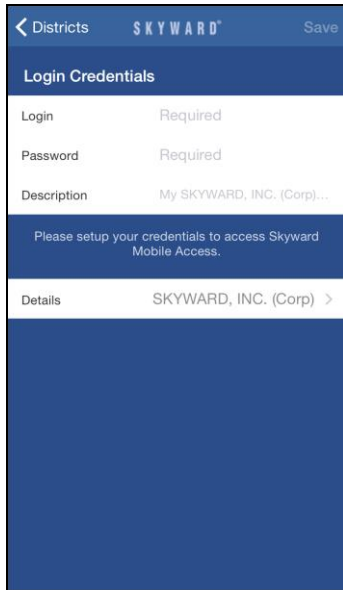
Upon first launching the application, you will be prompted to locate the district that your Skyward user name is used for. You have up to three methods of locating your district; by Current Location (if your device has a GPS), by Postal Code, or by District Name.



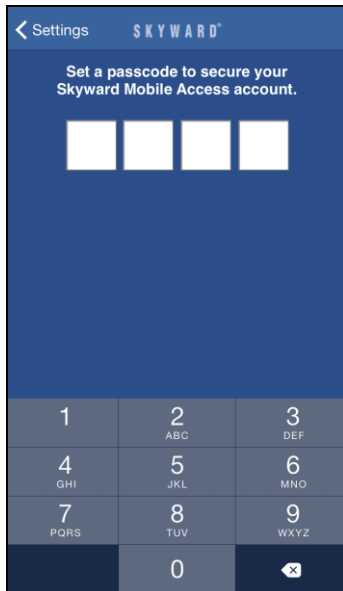
Based on the method you chose, you can find and select your district from the available list.

Only districts that have subscribed to utilize the application will display. If you cannot locate your district, you should contact them for Skyward Mobile Access support.

Functionality described here may vary in availability depending upon your district/entity configuration.



You then will need to enter in your credentials that you use to normally log into the district’s Skyward system.



Next, you will need to enter in a passcode to use in the future when opening the app. The app will save all of your different Skyward login credentials to make the login process easier, and your passcode will serve as the main method of security when opening the app. You will have to confirm the passcode a second time when first setting it up.

After this is complete, you will be able to select your Skyward Mobile Access Account to login with.

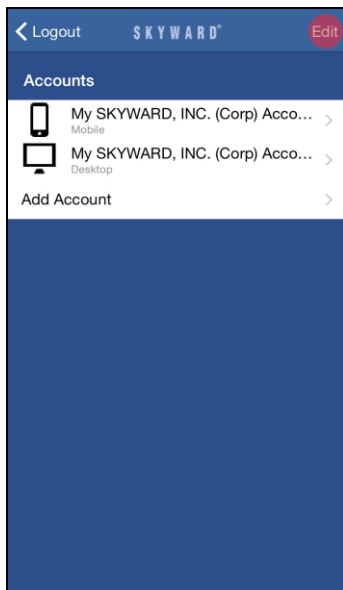
Functionality described here may vary in availability depending upon your district/entity configuration.

\*\* Denotes Required Field to save screen.

## Account Maintenance



If you are already logged in, and are in the system, select the back arrow in the upper left corner of the screen to get back to your application accounts and settings.

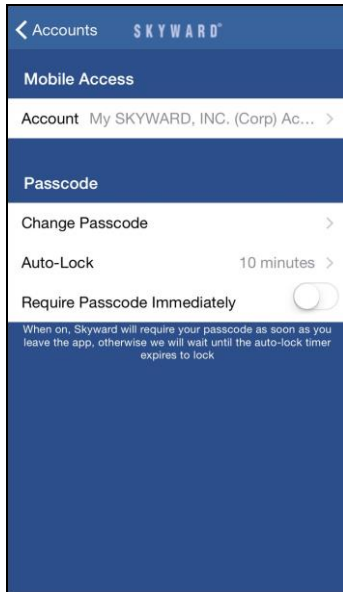


From the Accounts screen, you will have the ability to add a new account, update the existing account credentials and details, update your passcode, and update the app lock settings.

Select the **Add Accounts** button to create a new account.

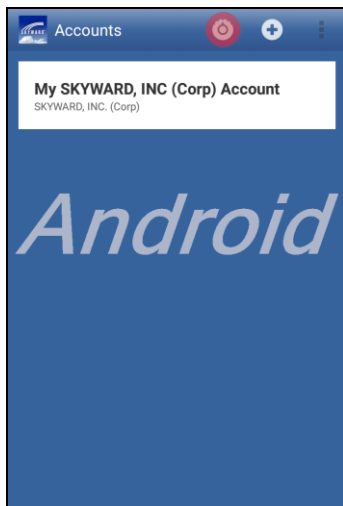
In iOS, to edit the account information select the **Edit** button, you will then be able to select the account details you wish to update.

In Android, long press on the account that you wish to update.



From here you have the ability to update the account credentials.

In iOS you also have the ability to change your passcode, set the Auto-Lock time (after leaving the app and the set amount of time, you will have to reenter your passcode), or choose to have to enter your passcode upon entering the app every time.



In Android, select the gear icon on the Accounts screen to be able to update your app settings such as passcode, auto-lock timing, and forcing passcode use upon entry of the app.



Once a user has logged in, the Home page will load. The home screen may appear different depending on district and user settings.

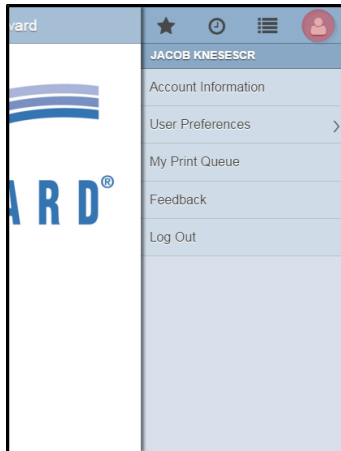
You can select the screen heading on any screen to return to the home screen.



Select the **Menu** button in the upper-right corner.

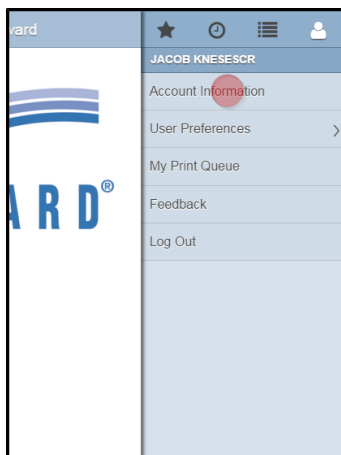
The Menu button is accessible from any screen.

## User



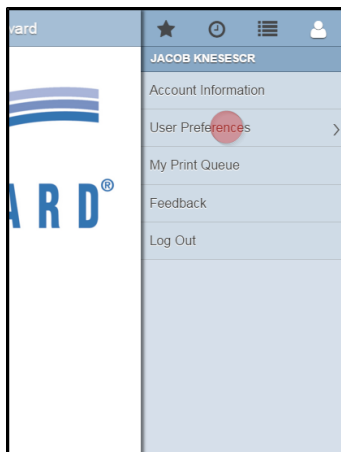
Select the **User** icon. From here is the capability to:

- Update your Password under the Account area
- Set your personal mobile Preferences
- View your Print Queue
- Exit Skyward



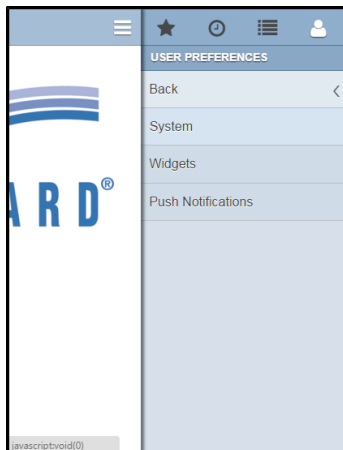
Select **Account Information** to view details about the User Account you are currently logged in as, possibly change your account password, and manage your favorites.

You may also be able to restart the Welcome Tutorial that played when you first logged into the mobile site from here.



Select **Preferences** to view the personal options that can be set for the mobile site.

These may be different depending on user and district settings.

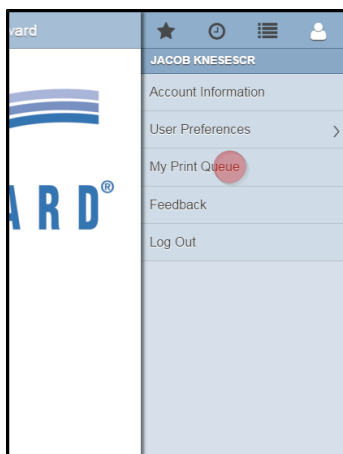


Here you can update your personal preferences. Settings in these areas have no effect on other users.

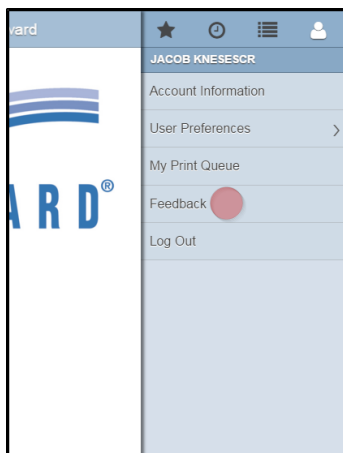
**System** is where you can set how different items will display depending on your access.

**Widgets** is where you can set which widgets will display on your Home screen in mobile.

**Push Notification** is where you can see devices registered to your account and set which events will trigger a notification to be sent to those devices.



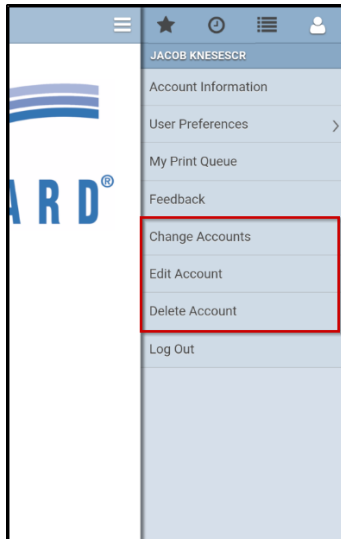
Select **My Print Queue** to view reports or other processes you have run.



Select **Feedback** to submit comments and ratings about the new Skyward Mobile Application.

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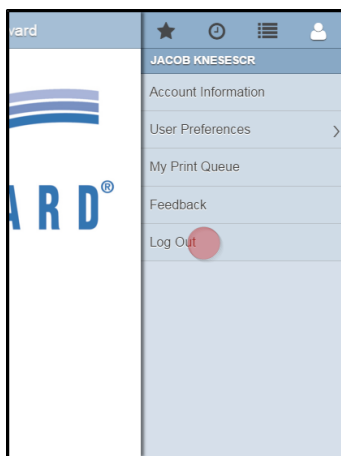


When using the Skyward Mobile Application, you will have three additional options available under the User menu.

**Change Accounts** will allow you to switch between Skyward accounts that you have saved to your mobile device. An example of having multiple accounts is if you are a staff person at one district and you are a guardian of children at another district. You can also use this option to create additional accounts after your initial setup of the app.

**Edit Account** will allow you to update details for the account you are currently logged in with.

**Delete Account** will allow you to remove the current account details from your mobile device.



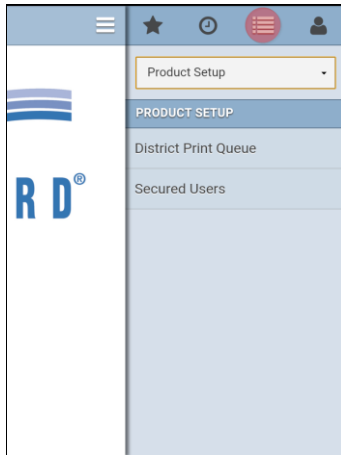
Select **Log Out** to exit the system.

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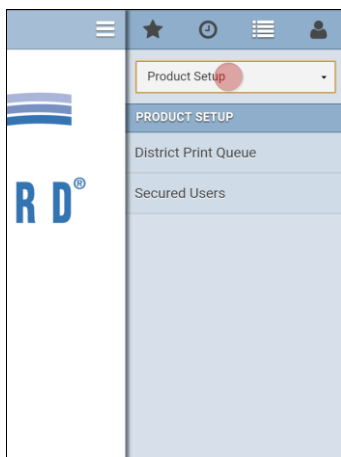


## Main Menu



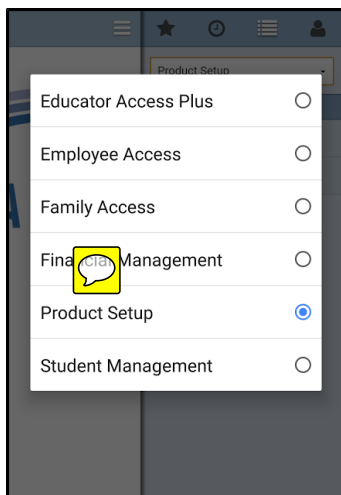
Select the **Main Menu** icon.

From here you can switch between the different System Areas and then navigate to the other areas within that system.



Select the **System** lookup box.

This selection is only available if you have access to more than one of the system areas.

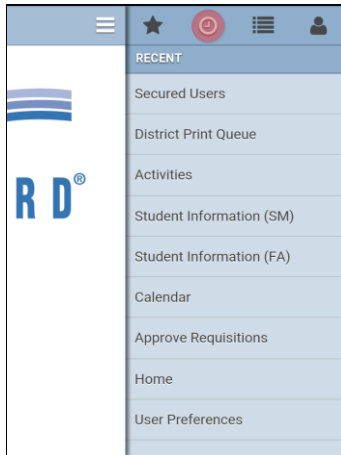


Select the System you wish to work from.

Only Systems that you have access to will display.

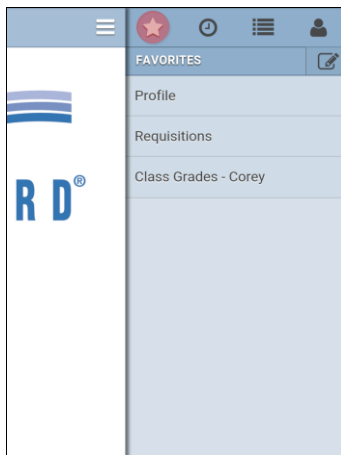
Functionality described here may vary in availability depending upon your district/entity configuration.

## Recent

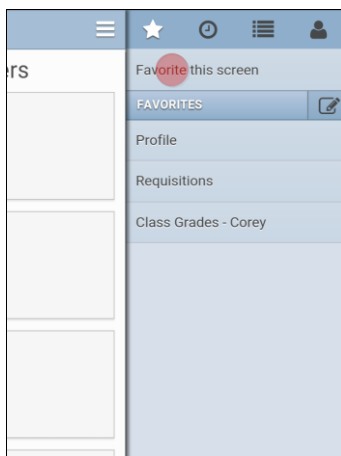


Select the **Recent** icon. This menu allows you to quickly access and navigate to a screen you have recently viewed.

## Favorites

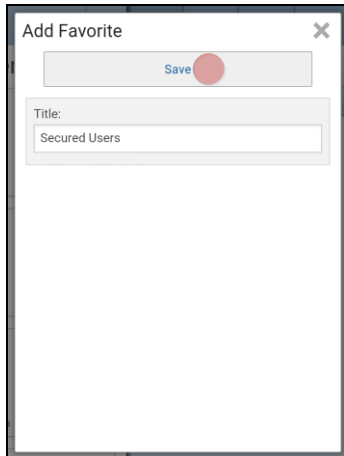


Select the **Favorites** icon. From this area you can save a screen as a Favorite and you can use it to quickly navigate to any screens you have marked as a Favorite.



When on a screen you wish to store as a Favorite, navigate to the Menu > Favorite. Then select the **Favorite this screen** option.

Functionality described here may vary in availability depending upon your district/entity configuration.



If needed, the Title of the Favorite can be updated. When complete, select the **Save** button to add the screen to your Favorites.