

HOW TO VIEW ONLINE VERIFICATION IN ANOTHER LANGUAGE

Login to your Skyward Family Access account

- 1 Go to My Account
- 2 Check box *Show Google Translation In Family Access* Click Save
- 3 You will see a google Select Language box appear click drop down arrow and choose your language

To go back to English Uncheck box *Show Google Translator in Family Access* click save

The screenshot shows the Skyward Family Access account settings page. The browser address bar shows the URL: <https://skyward.iscorp.com/scripts/wsica.dll/WService+wsedulyons/Mfaccount001.w>. The page title is "Family Access".

Callout 1 points to the "My Account" link in the top right navigation bar.

Callout 2 points to the "Show Google™ Translator in Family Access" checkbox in the "Account Settings" section.

Callout 3 points to the "Select Language" dropdown menu in the top right corner.

The "Account Settings" section includes fields for Email, Phone (708), Cell (708), and Work (708), each with an "Edit" button. It also includes "Family Access Login", "Password Last Changed", and "Rosalinda's Email" fields. There are checkboxes for "Show Google™ Translator in Family Access", "I'm Using a Screen Reader", and "Outline Links When Focused".

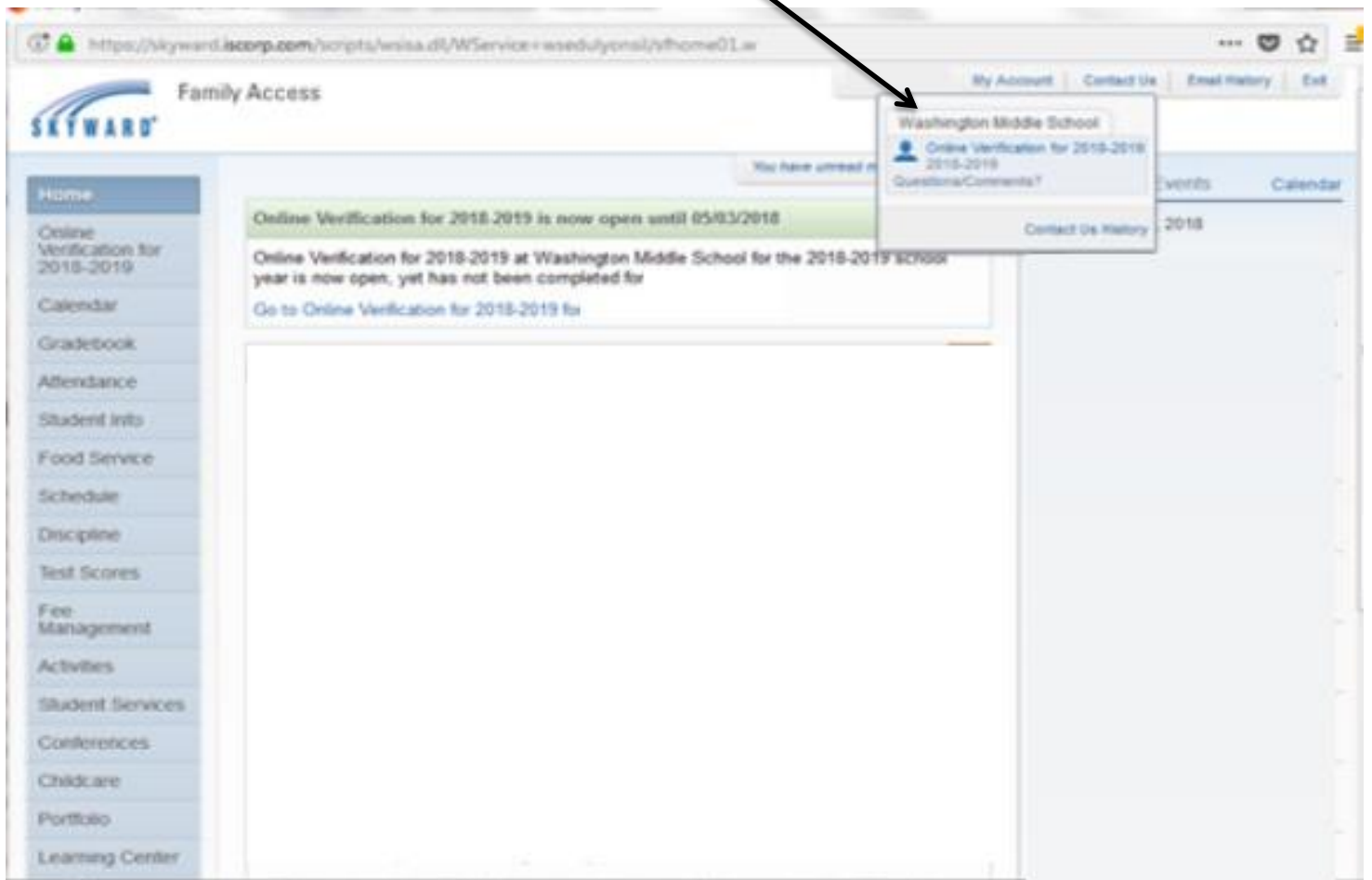
The "Address (Mailing Address)" section includes fields for Street Number, Street Dir, Street Name, SLD, #, P.O. Box, Address 2, Zip Code (60534), Plus 4, City/State (Lyons, IL), and County. An "Address Preview" window is visible on the right.

The "Email Notifications" section includes checkboxes for "Receive Daily Attendance Notifications for my student(s) by" (with radio buttons for Email, Wait Message, and Email and Wait Message), "Receive Grading Emails for my student(s)", "Receive Progress Report Emails for my student(s)" (with radio buttons for Daily, Weekly (every Saturday), and Monthly (1st of each month)), and "Receive Notifications when Food Service Balance is under \$5.00" (with radio buttons for Email, Wait Message, and Email and Wait Message).

On the left side, there is a navigation menu with links: Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, Fee Management, Activities, Student Services, Conferences, Childcare, Portfolio, Learning Center, and Skyort.

On the right side, there are buttons: Save, Change Password, Profile Picture, and Undo.

If you have any questions or concerns during this process, please click on the “contact us” in the upper right-hand corner and click the online verification for 2018-2019 link



**FAMILY ACCESS
ONLINE VERIFICATION INSTRUCTIONS 2018-2019**

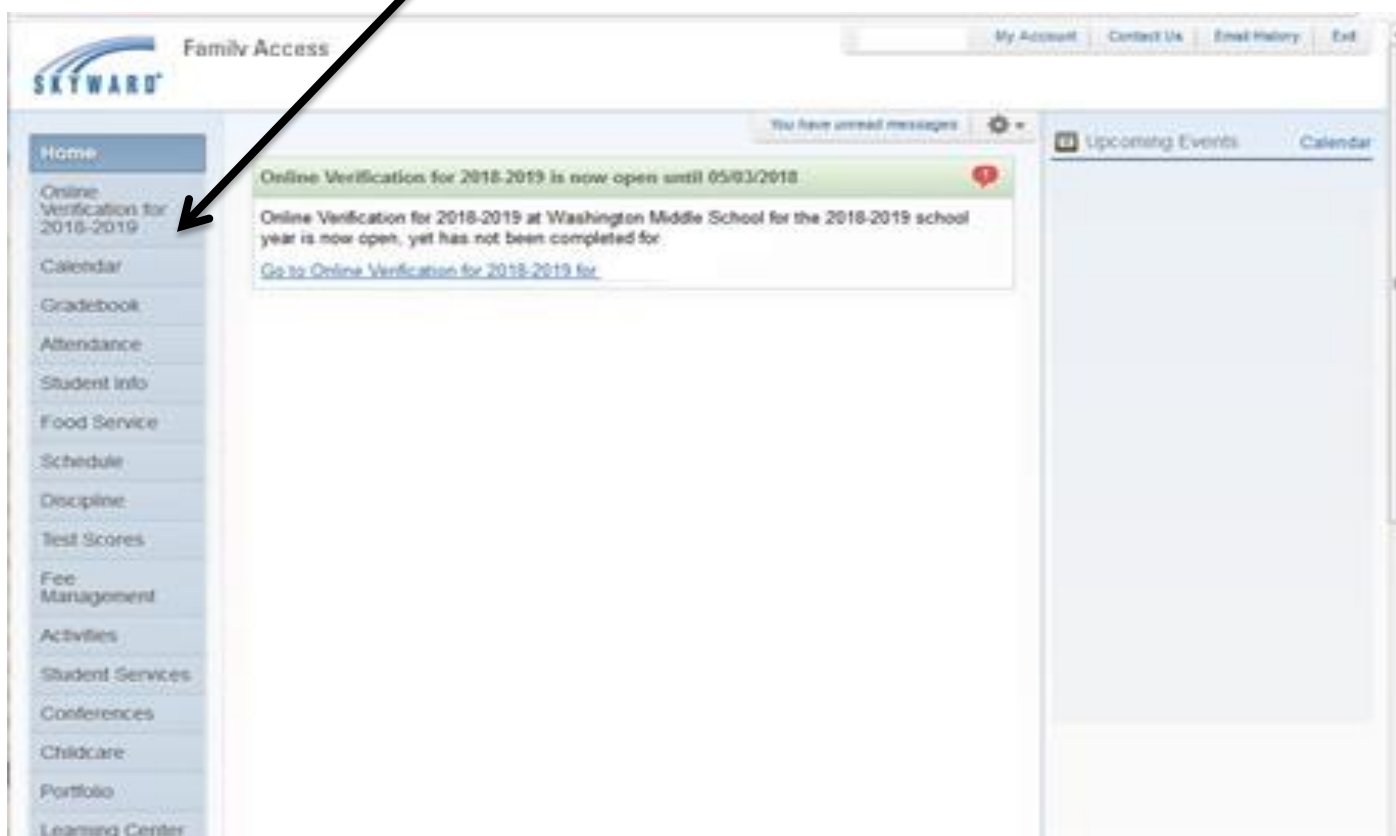
Log in to Skyward Family Access

Direct link:

<https://skyward.iscorp.com/scripts/wsisd.dll/WService=wsedulyonsil/seplog01.w>

or www.sd103.com >Parents>Skyward Family Access

Click on Online verification for 2018-2019



Choose your student.

You must complete the online verification for each student that will be returning for the 2018-2019 school year.

The screenshot displays the Skyward Family Access interface. At the top left, the Skyward logo and 'Family Access All Students' are visible. A navigation menu on the left includes options like Home, Online Verification for 2018-2019, Online Registration, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, Fee Management, Activities, Student Services, Conferences, Childcare, and Portfolio. The main content area shows an email notification from Washington Middle School, addressed to a parent or guardian. The email text discusses the 2018-2019 school year and the two-step registration process. Below the email text, there are two entries for the 2018-2019 school year, each with a small profile icon. A black arrow points from the text 'Choose your student.' to the first of these entries. At the bottom of the email notification, there are links for 'View History' and 'View Unread Denials'. The top right of the page features links for 'My Account', 'Contact Us', 'Email History', and 'Exit'. A notification bar indicates 'You have unread messages' and there are sections for 'Upcoming Events' and 'Calendar'.

Step 1

This is where you will verify or change information that we currently have in our system.

You will not have access to change your address during this process.

If you have a change of address you must go to your child's school with proper documentation of address change.

Step 1d Emergency Information

Please fill in the information. If you do not know this information click the complete **step 1d** and move to **step 1e** button at the bottom of your screen.

Step 2 Verify Skylert Information

Step 3

First click on the view full screen button to see full form.

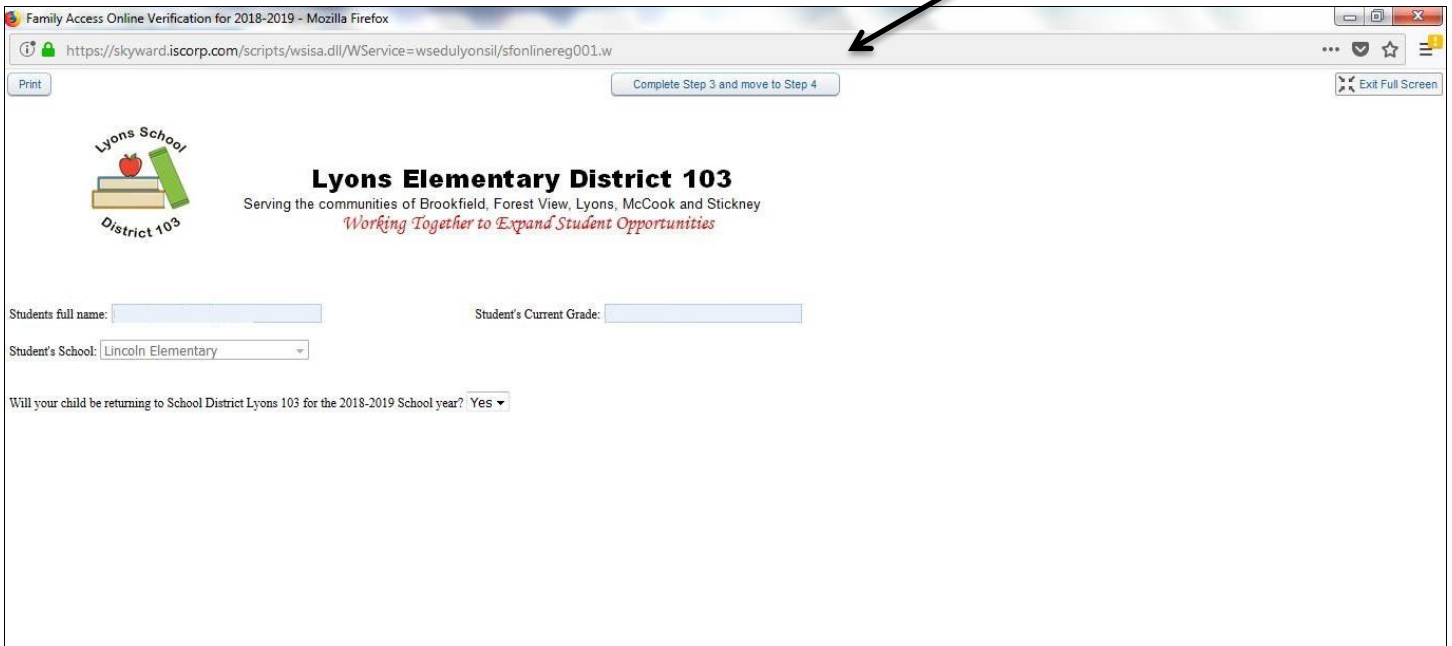
YOU WILL NEED TO DO THIS FOR ALL FORMS.

The screenshot shows the 'Family Access' portal for 'Lyons Elementary District'. The main heading is 'Online Verification for 2018-2019' for 'Washington Middle School 2018-2019'. The current step is 'Step 3. Returning Student (Required)'. A 'View Full Screen' button is highlighted with a red box and an arrow pointing to it from the text 'YOU WILL NEED TO DO THIS FOR ALL FORMS.'. The progress bar on the right shows the following steps:

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
2. Verify Skylert Information
3. Returning Student
4. Military Family Form
5. Acceptable Use Policy
6. Participation and Agreement (Completed 05/02/2018 10:47am)
7. Medical History Form (Completed 05/02/2018 10:48am)
8. GWMS Biometric Agreement (Completed 05/02/2018 10:50am)
9. GWMS Alacarte Agreement (Completed 05/02/2018 10:50am)
10. GWMS Bus Information
11. Complete Online Verification for 2018-2019

At the bottom of the page, there are buttons for 'Complete Step 3 and move to Step 4', 'Previous Step', and 'Next Step'.

Once you have entered into full screen mode you will see the complete step button at the **TOP** of your screen.



Make a Payment

Even if you are NOT making a payment you will need to click on the make a payment link. Once you have clicked on the link a new window will pop up and you will then be able to click the back button and exit that window and continue on to the final step.

CONTINUE ON AND COMPLETE ALL STEPS

You will know that you have completed each step by the **GREEN** check mark next to the number.

Final Step

Once you have completed all of the steps you will see all steps marked as completed and you will then be able to click the submit online verification for 2018-2019 button.

The screenshot shows the 'Family Access' portal for Skyward. The main content area is titled 'Online Verification for 2018-2019' and includes a sub-header '(Washington Middle School 2018-2019)'. The main heading is 'Step 11. Complete Online Verification for 2018-2019 (Required)'. Below this, a message states: 'By completing Online Verification for 2018-2019, you are confirming that the Steps below have been finished. Are you sure you want to complete Online Verification for 2018-2019 for [Student Name]?' A 'Review Online Verification for 2018-2019 Steps' section lists 10 steps, all marked as 'Completed' with a green checkmark and a timestamp. Below the list are fields for 'Guardian Name:' and 'Guardian Address:'. At the bottom is a button labeled 'Submit Online Verification for 2018-2019'. On the right side, a 'District Message' sidebar lists the 10 steps, each with a green checkmark and completion timestamp. A left sidebar contains navigation links like 'Home', 'Online Verification for 2018-2019', 'Calendar', etc.

Step	Step Name	Status	Timestamp
Step 1)	Verify Student Information	Completed	05/03/2018 9:22am
Step 2)	Verify Skyler Information	Completed	05/03/2018 9:22am
Step 3)	Returning Student	Completed	05/03/2018 9:22am
Step 4)	Military Family Form	Completed	05/02/2018 10:45am
Step 5)	Acceptable Use Policy	Completed	05/02/2018 10:45am
Step 6)	Participation and Agreement	Completed	05/02/2018 10:47am
Step 7)	Medical History Form	Completed	05/02/2018 10:45am
Step 8)	GWMS Biometric Agreement	Completed	05/02/2018 10:50am
Step 9)	GWMS Aiacarte Agreement	Completed	05/02/2018 10:50am
Step 10)	GWMS Bus Information	Completed	05/02/2018 10:57am

You will then receive an email notification to the email we currently have on file informing you know that this first phase of the registration process has been completed.