

FAMILY ACCESS USER GUIDE

- 1) Visit Cheney Public Schools homepage: www.cheneysd.org.
- 2) Click on the Skyward button in the list on the right side of the homepage.



The screenshot shows the top portion of the Cheney Public Schools website. On the left, there is a 'CALENDAR' section with a list of events for November. On the right, there is a 'QUICK LINKS' menu with several buttons. A blue arrow points from the 'SKYWARD' button in the menu to the right.

CALENDAR

[SHOW MORE](#) [SHOW CALENDAR](#)

- NOV 5** State Cross Country @ Pasco
- NOV 5** Volleyball Crossover vs. CWAC #4 Seed at CHS
Time: 1 PM – 4 PM
- NOV 7** Gymnastics Begins at CHS
Time: 3 PM – 5 PM
- NOV 8** Community Conversation at Sunset Elementary
Time: 5:30 PM – 7 PM

QUICK LINKS

- AESOP
- DISTRICT CALENDAR 2016-2017
- EMPLOYMENT
- FACILITIES PLANNING
- LUNCH MENU
- PROFESSIONAL DEVELOPMENT CALENDAR
- SKYWARD**
- SHOW ALL

- 3) Click on the Skyward Family Access (Family) button.

Cheney School District

Skyward Web Access: [Web Access](#)

Skyward Web Access PocketPac: [PDA](#)

Skyward Employee Access: [EA](#)

Skyward Family Access: [Family](#)

Skyward Fast Track: [Fast Track](#)

Skyward Mobile: [Mobile](#)

Skyward District Calendar: [Calendar](#)

Remote Desktop Services for WESPac: [RDS](#)

Microsoft RDS Clients

Use the buttons below to download the Microsoft Remote Desktop Services Client for your operating system.

Windows Client [Windows](#)

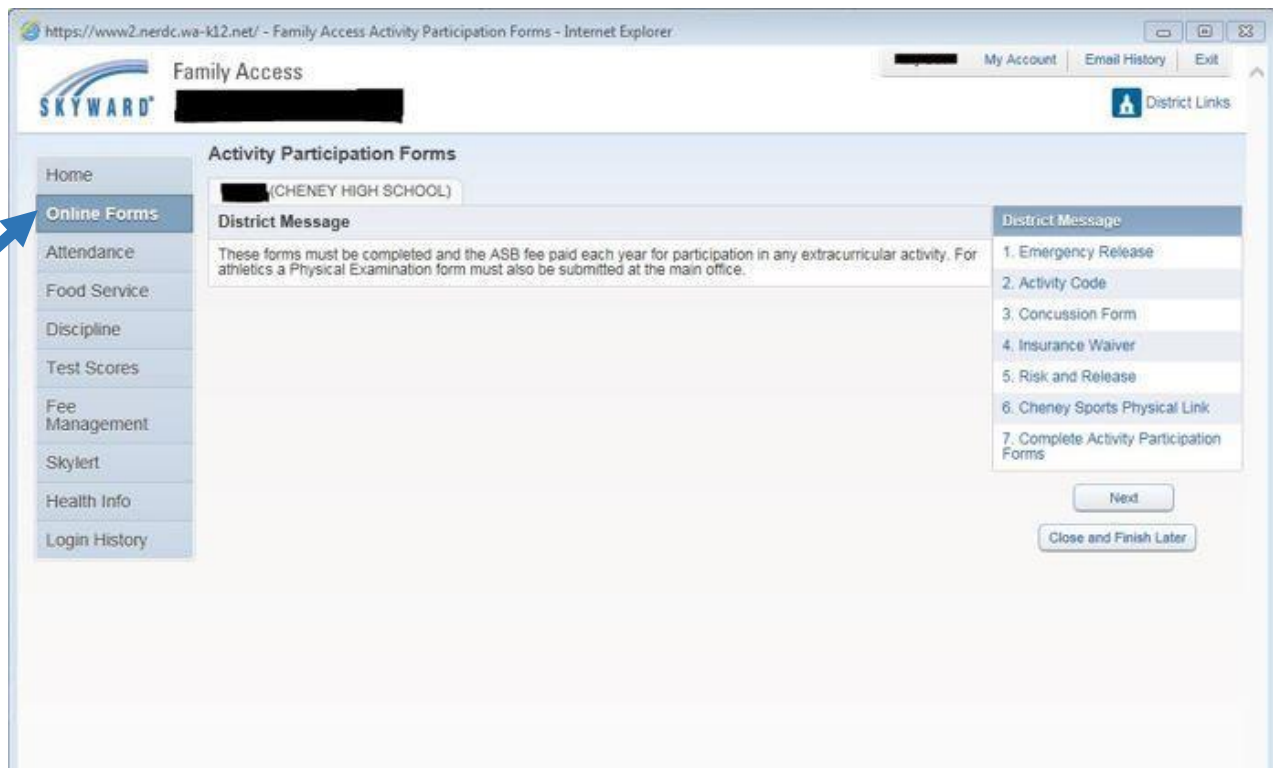
Mac Client [Mac](#)

4) Enter your Login and password. If you do not have or remember your Login ID please contact our Westwood Registrar at 559-4156.



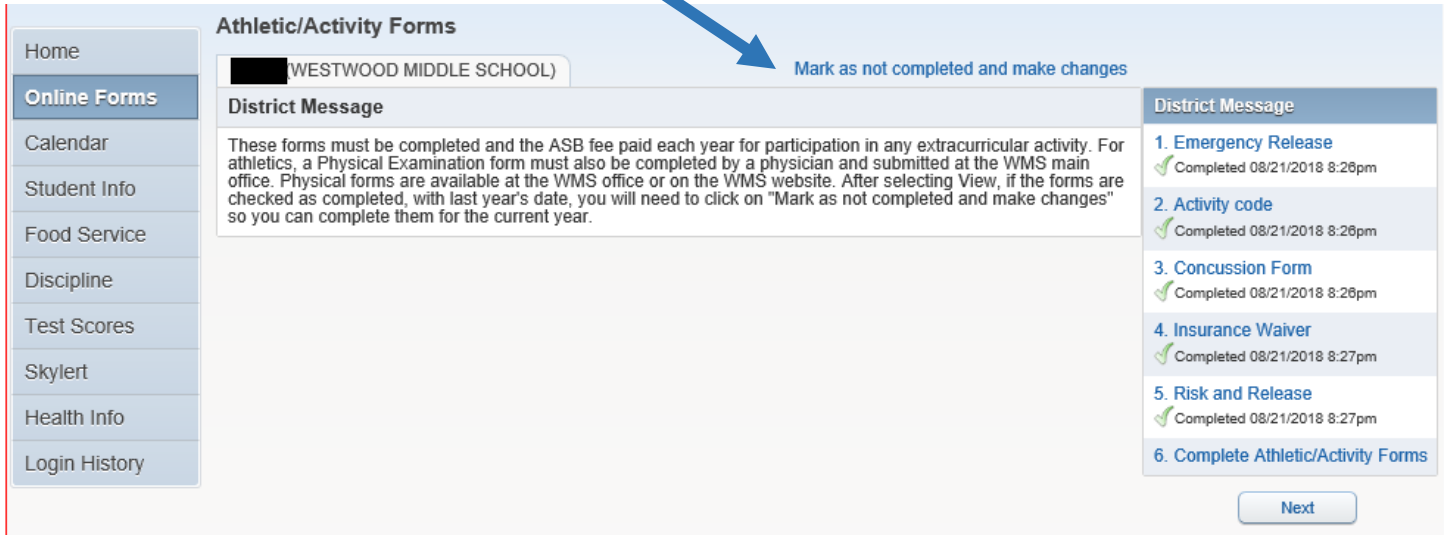
The image shows the login page for Skyward. At the top is the Skyward logo, a stylized blue arc above the word "SKYWARD" in blue capital letters. Below the logo is the text "Cheney School District No. 360". The main content area has a light gray background and contains two input fields: "Login ID:" and "Password:". Below these fields is a blue "Sign In" button. Underneath the button is a link that says "Forgot your Login/Password?". In the bottom right corner of the main area, the date "05.14.10.00.11" is displayed. At the very bottom of the page, there is a "Login Area:" label followed by a dropdown menu currently showing "Family/Student Acces".

5) Once you are logged into Family Access you will be able to access the Activity Participation Forms Online, grades, attendance, schedule, discipline, test scores, etc. Also you will be able to pay Nutrition Services Fees under Food Services. Click on the Online Forms button.



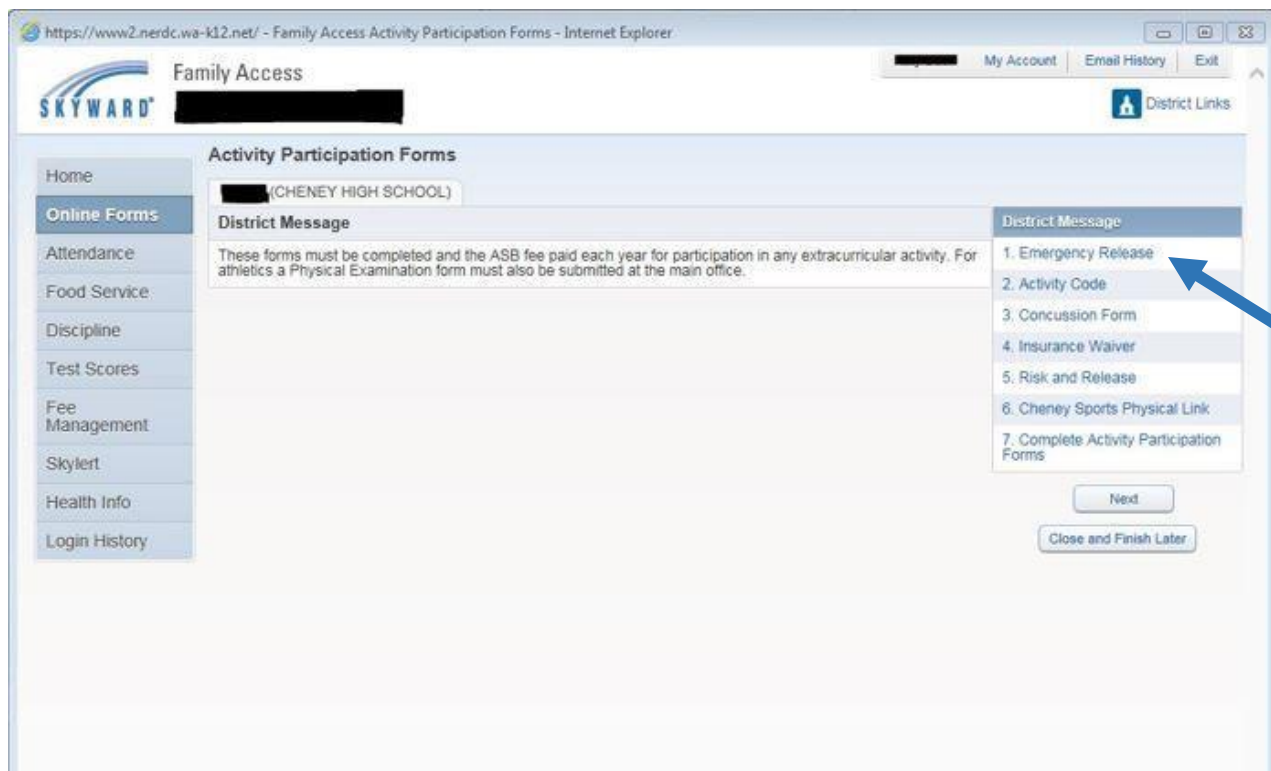
The screenshot shows a web browser window displaying the "Family Access" portal. The browser's address bar shows the URL "https://www2.nerdc.wa-k12.net/ - Family Access Activity Participation Forms - Internet Explorer". The page header includes the Skyward logo, the text "Family Access", and a user profile icon with the name "[REDACTED]". A "District Links" icon is also visible. On the left side, there is a vertical navigation menu with the following items: Home, Online Forms (highlighted with a blue arrow), Attendance, Food Service, Discipline, Test Scores, Fee Management, Skylert, Health Info, and Login History. The main content area is titled "Activity Participation Forms" and shows the user is logged in as "[REDACTED] (CHENEY HIGH SCHOOL)". Below this is a "District Message" box containing the text: "These forms must be completed and the ASB fee paid each year for participation in any extracurricular activity. For athletics a Physical Examination form must also be submitted at the main office." To the right of the message is a "District Message" list with seven items: 1. Emergency Release, 2. Activity Code, 3. Concussion Form, 4. Insurance Waiver, 5. Risk and Release, 6. Cheney Sports Physical Link, and 7. Complete Activity Participation Forms. At the bottom right of the message area are two buttons: "Next" and "Close and Finish Later".

6) If you filled out the forms last year, you will need to click the Mark as not completed and make changes statement.



The screenshot shows the 'Athletic/Activity Forms' page for Westwood Middle School. On the left is a navigation menu with 'Online Forms' selected. The main content area has a 'District Message' explaining that forms must be completed annually and a link to 'Mark as not completed and make changes'. On the right, a 'District Message' sidebar lists six items: 1. Emergency Release (Completed 08/21/2018 8:28pm), 2. Activity code (Completed 08/21/2018 8:28pm), 3. Concussion Form (Completed 08/21/2018 8:28pm), 4. Insurance Waiver (Completed 08/21/2018 8:27pm), 5. Risk and Release (Completed 08/21/2018 8:27pm), and 6. Complete Athletic/Activity Forms. A 'Next' button is at the bottom right.

7) Click on each of the forms 1 – 6 and fill out for the year.



The screenshot shows the 'Family Access' page for Cheney High School. The navigation menu on the left includes 'Online Forms', 'Attendance', 'Food Service', 'Discipline', 'Test Scores', 'Fee Management', 'Skylert', 'Health Info', and 'Login History'. The main content area has a 'District Message' with a link to 'Mark as not completed and make changes'. On the right, a 'District Message' sidebar lists seven items: 1. Emergency Release, 2. Activity Code, 3. Concussion Form, 4. Insurance Waiver, 5. Risk and Release, 6. Cheney Sports Physical Link, and 7. Complete Activity Participation Forms. A blue arrow points to the '1. Emergency Release' link. 'Next' and 'Close and Finish Later' buttons are at the bottom.

8) The Sports Physical Form will still need to be printed and brought into the Business Office or faxed to 509-559-4155. You can find the physical form on the school website under [Activities](#).

9) The \$30 ASB fee can be paid online under the school website Quick Links, [Online Payments](#). You are also welcome to pay this fee at the main office.