



How to Setup Skyward Family Access

The Mosinee School District offers a web-based product for parents of students in grades five through twelve called Skyward Family Access. Skyward Family Access allows you to keep track of your student(s) progress at school. The Mosinee School District provides Skyward Family Access as a free service.

In order for you to begin using Skyward Family Access, you will need to provide your email address to the school office where your child attends school. **Please allow a few days for us to enter your email address into our system before you attempt the process below.**

Skyward Family Access Login EXAMPLE:

Student Name:SMITH, SUZY

Parent Name:SMITH, BILL

Email Address:.....bill.smith@exampleemail.com

Family Access Login:..... SMITHBIL000

(First 5 letters of last name, followed by first 3 letters of first name, followed by three zeros)

Before you can login to Skyward Family Access, you will need to retrieve your password by following the steps below. For your security, school staff cannot see your password.

To Retrieve Your Password *(remember, we must have your email address on file):*

- Visit the Mosinee School District website: <https://www.mosineeschools.org>
- Click on the **Skyward icon** on the right side of the page. You will then be prompted to enter your secure login.
- Click on the **Forgot your Log-in/Password?** below the Sign In button. Enter your email address and your password will be emailed to you.

When You Have Your Password:

- Return to the **Skyward Family Access login screen** and enter your login ID and password and click the Sign In button. When you login, the Message Center will appear along with Upcoming Events.
- General Information can be accessed on the left. You can view **each** student's information by selecting

their name from the drop down menu located under the Family Access heading at the top of the screen.

Available information includes attendance, grades, schedule, progress, assignments, emergency information, notifications, etc.

How to Create a User-friendly Password:

- Click on Change my Email and enter your current email address.
- Click on Change my Password and enter your new password.