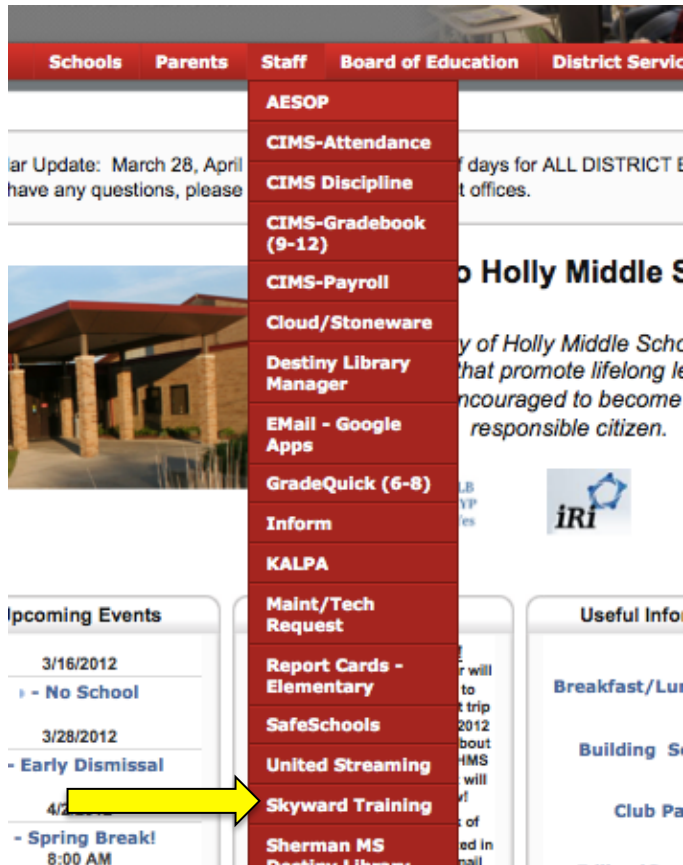


SKYWARD LOG IN

1. Go to the Holly Areas Schools' Fusion Page
2. Click on Staff
3. Click on Skyward Training



4. Log into Skyward

SKYWARD®

Holly MI School District
Student Training Database

A screenshot of the Skyward login form. It features two input fields: 'Login ID:' and 'Password:'. A yellow arrow points to the 'Login ID:' field. Below the fields is a 'Sign In' button and a link that says 'Forgot your Login/Password?'.

Login ID: firstname.lastname

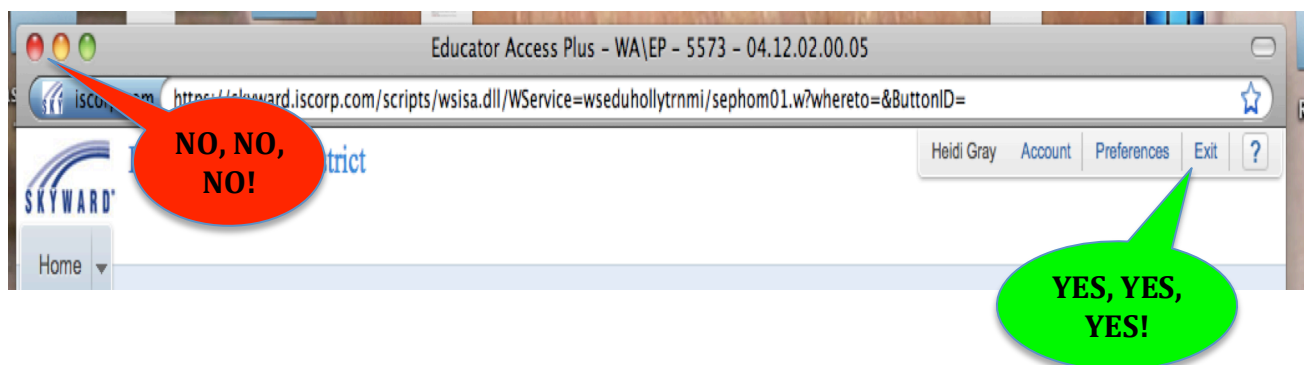
Password: password

*You will be prompted to change your password the first time you login. Must be at least eight characters.

5. Duplicated headings appear throughout the program to provide quick access to various areas of Skyward.
6. BACK BUTTON USE: To navigate to previous areas within Teacher Access (sub folder of Educator Access Plus), ALWAYS use the BACK BUTTON on the RIGHT side of the pages. Using the back arrow on the left of a page is only a *history* of where you have been.



7. PROPER SIGN OUT: NEVER simply hit the RED X to close the program. It keeps you logged into the system and causes problems. Use the EXIT button in the upper right corner to get back to SkyPort - the login page - and then use the SIGN OUT button - upper right corner - to close the program.



8. You will see the SkyPort, or the main page, which will show various tabs/links:

The screenshot shows the SkyPort interface with the following components and callouts:

- 1: Calendar tab
- 2: Teacher tab
- 3: Select Widgets link
- 4: Upcoming Assignments widget
- 5: Teacher's Students widget
- 6: Jump To Other Systems widget
- 7: Grade Distribution widget
- 8: Recent Assignments widget
- 9: Recent Messages widget

Student Name	Ent	Sex	Gr
Casazzascr, Harry F	470	M	GD
Exlinescr, Harold Y	310	M	12
Exlinescr, Helen X	310	F	12
Fondascr, Quyen X	310	F	09
Freasscr, Bruce V	310	M	11
Fritzescr, Matthew J	470	M	GD
Germanosc, Edwin A	310	M	10
Heckathornscr, Norman I	470	M	GD
Hultmanscr, Daniel A	310	M	12
Mazzeiscr, Olive M	470	F	GD
Osmunscr, Ute E	470	F	GD
Quaintancescr, Isabel G	470	F	GD
Yeadonscr, Terry B	470	M	GD

Recent Assignments:

- Group by Date
- Due Date: 03/01/12
- Name: Test Chapter 7
- Due Date: 02/29/12
- Name: Quiz Lesson 7-1 thru 7-3
- Due Date: 02/27/12
- Name: Book Work pg. 279 #'s 1-45 c
- Due Date: 02/24/12
- Name:

1 Calendar

2 Teacher

3 Select Widgets

4 Upcoming Assignments

5 Teacher's Students

6 Jump to Other Systems

i. Educator Access Plus - links to your Gradebook

ii. Student Management

7 Grade Distribution

8 Recent Assignments

9 Recent Messages