IT Department
Staples-Motley School District
218-894-5400 x3030
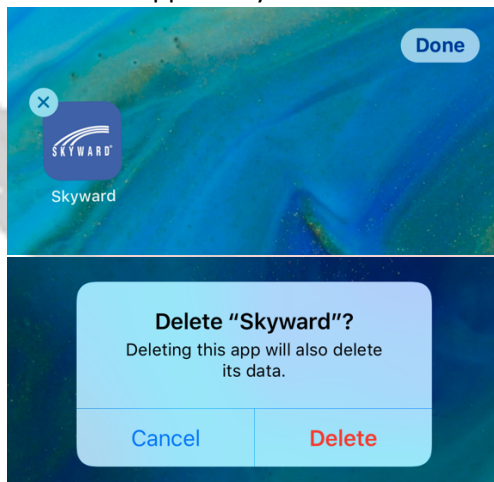IThelpdesk@isd2170.k12.mn.us
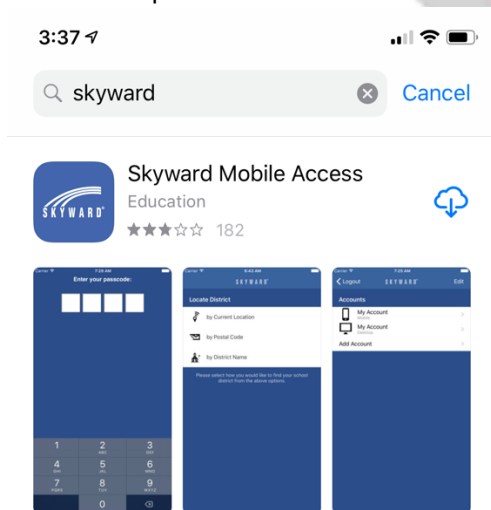
Skyward Gradebook/Family Access

We have made a change to Skyward Gradebook/Family Access. If you use the Skyward App you will need to delete the app and download it again from the App Store. Please use the following steps to delete and reinstall the App on your mobile device.

Note: The instructions are for Apple devices.

1. Delete the app from your mobile device.

2. **Go to the App Store** and search for **Skyward**. After you find the Skyward app click on the **download** option.
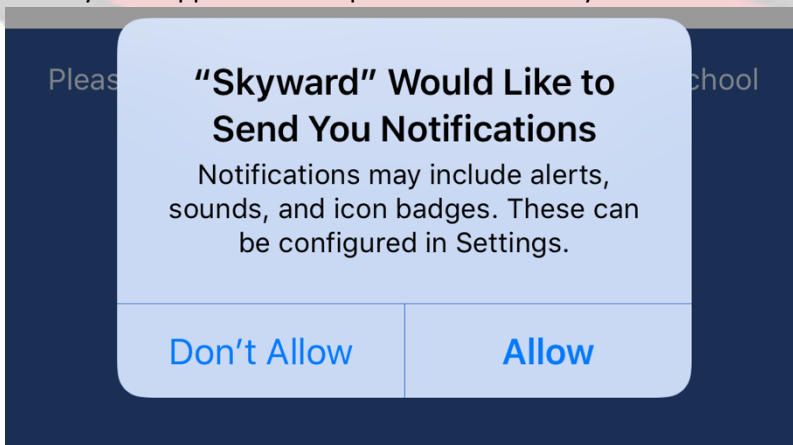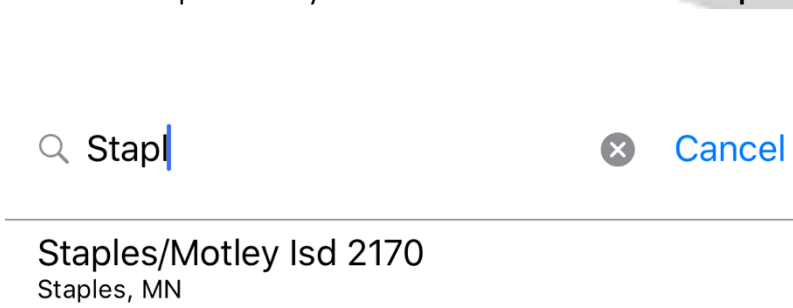
3. **Open the Skyward app** after it has been downloaded on your mobile device.

4. The Skyward app will ask for permission to send you notifications. **Click Allow.**

5. **Search** for Staples-Motley School District and **click** on the **Staples-Motley School District.**

6. Under Select Product click on **School Management**

7. Enter your Skyward **username** and **password**. After you have entered your information click **save**.

8. **Enter a 4-number passcode** that you will remember

IT Department
Staples-Motley School District
218-894-5400 x3030
IThelpdesk@isd2170.k12.mn.us

9. You will need to **re-enter the passcode**.

10. After you have re-entered the password a popup will show up on the screen. You will need to click **after 10 minutes** or **require right away**.

11. The Skyward app is now **ready** to use.

If you have any issues or questions, please contact us by calling ext. 3030 or email ithelpdesk@isd2170.k12.mn.us for assistance.