

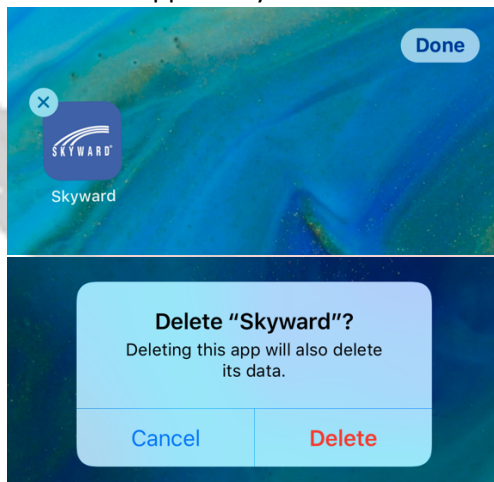


Skyward Gradebook/Family Access

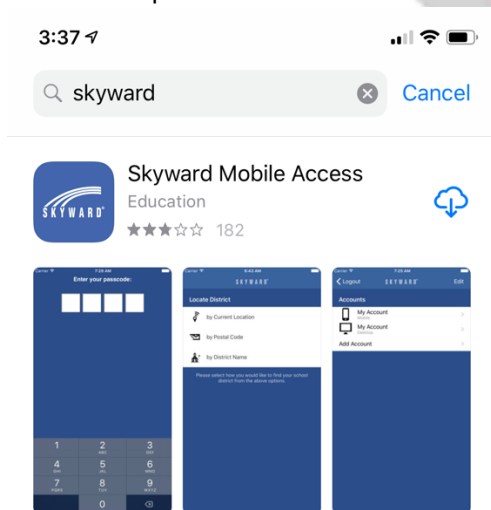
We have made a change to Skyward Gradebook/Family Access. If you use the Skyward App you will need to delete the app and download it again from the App Store. Please use the following steps to delete and reinstall the App on your mobile device.

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.

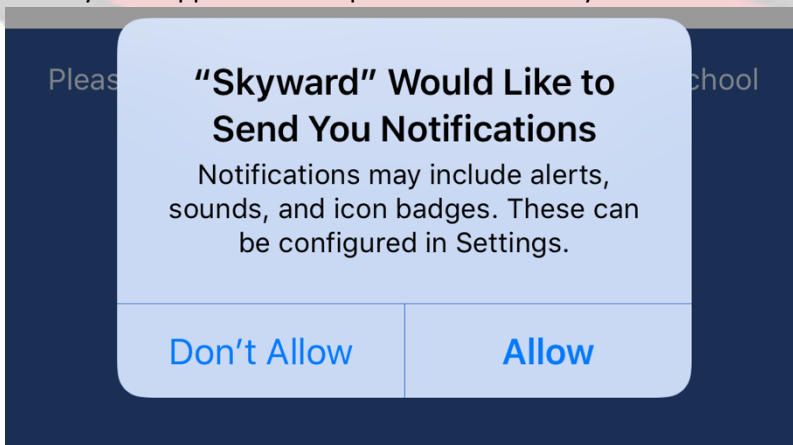




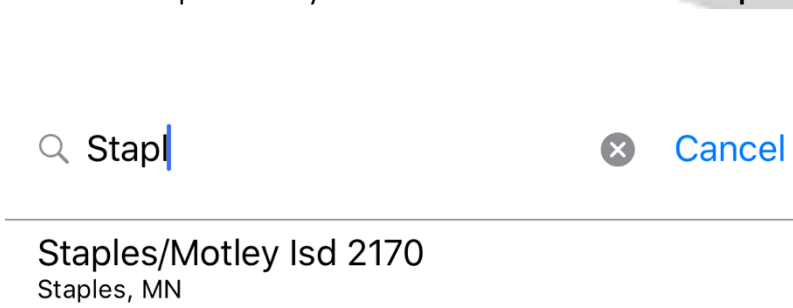
3. **Open the Skyward app** after it has been downloaded on your mobile device.



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**

The screenshot shows the Skyward Mobile Access interface. At the top, there is a blue header with a back arrow, the word "Districts", and the "SKYWARD" logo. Below the header is a dark blue bar with the text "Select Product". Underneath, there is a red house icon next to the text "School Management" and "Family, Student, and Teacher Access". A dark blue box contains the instruction: "Please select the Skyward product you would like to use for this district."

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

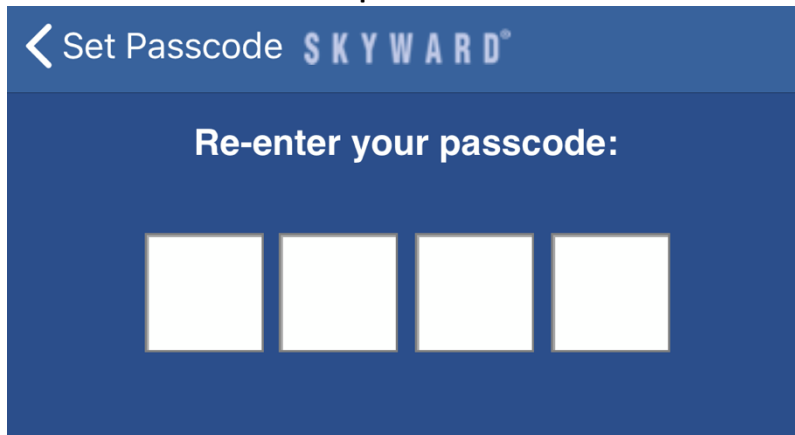
The screenshot shows the Skyward Mobile Access interface for entering login credentials. At the top, there is a blue header with a back arrow, the word "Products", the "SKYWARD" logo, and a "Save" button. Below the header is a dark blue bar with the text "Login Credentials". Underneath, there is a form with three fields: "Login" with the value "IT-team", "Password" with a masked password (represented by dots), and "Description" with the value "IT-team's STAPLES/MOTLEY I...". A dark blue box at the bottom contains the instruction: "Please setup your credentials to access Skyward Mobile Access."

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

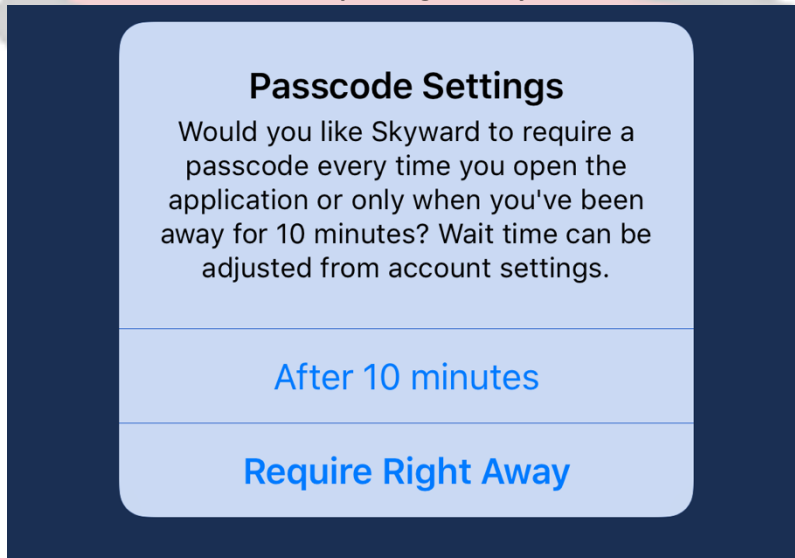
The screenshot shows the Skyward Mobile Access interface for setting a passcode. At the top, there is a blue header with the "SKYWARD" logo. Below the header is a dark blue bar with the text "Set a passcode to secure your Skyward Mobile Access account." Underneath, there are four white boxes for entering the passcode digits.



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.