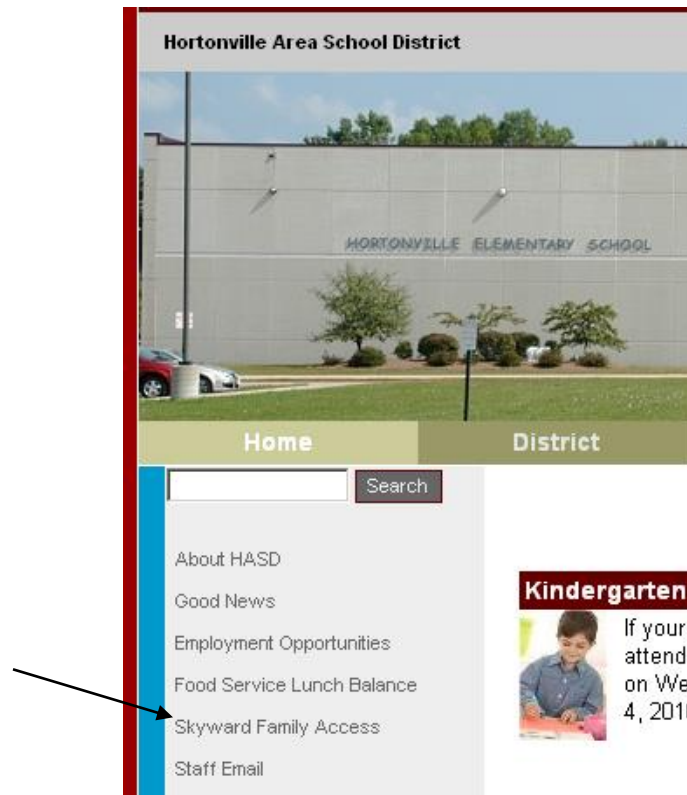
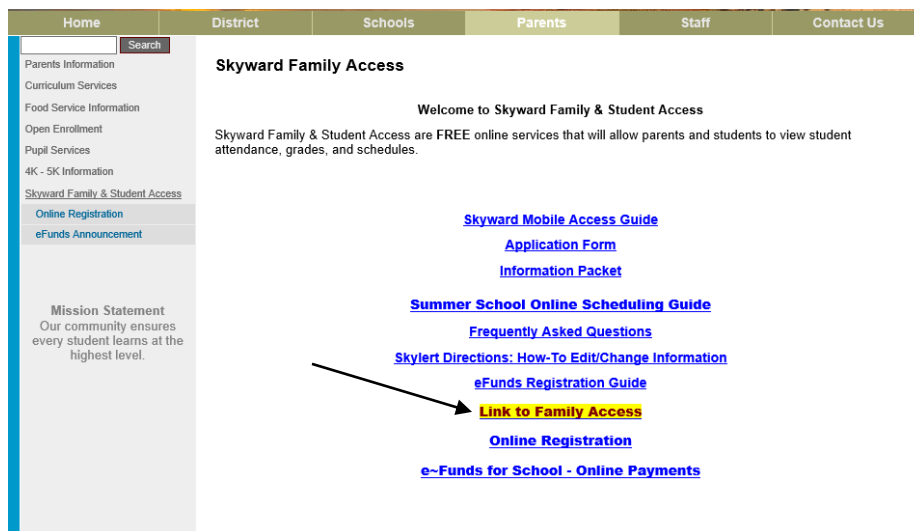


# Changing Family Information & Notifications Guide

1. From the Hortonville Area School District home page, [www.hasd.org](http://www.hasd.org), click 'Skyward Family Access'.

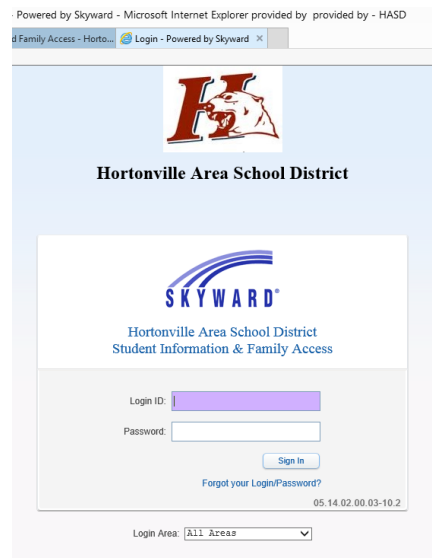


2. Click 'Link to Family Access' to enter Family Access. *Note: There are also links to directions on how to use Skyward this page.*

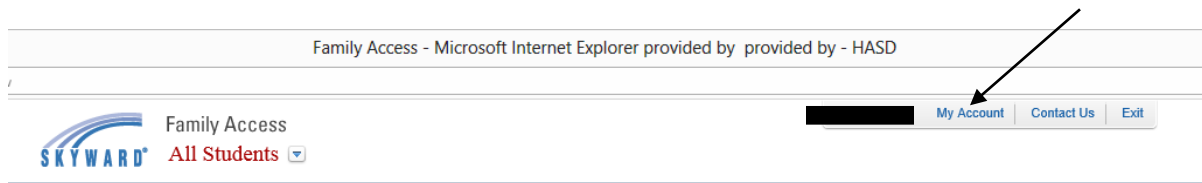


# Changing Family Information & Notifications Guide

3. Log into Family/Student Access as your student.



4. Click My Account in the upper right-hand corner of the page.



5. From the window that appears, make the changes you want to make to your information and update your email notifications. Click Save once your changes are completed.

A screenshot of the "Account Settings" page within the Family Access system. The page is divided into several sections: "Account Settings" (with fields for Email, Phone, and Family Access Login), "Address (Mailing Address)" (with fields for Street Number, Street Dir, Street Name, SUD, #, P.O. Box, Address 2, Zip Code, Plus 4, City/State, and County), and "Email Notifications" (with checkboxes for receiving attendance, grading, and progress report emails). A left-hand sidebar contains a navigation menu with options like Home, New Student, Online Enrollment, Arena Scheduling, etc. Buttons for "Save", "Change Login", "Change Password", and "Undo" are located on the right side of the form.