Changing Family Information & Notifications Guide

1. From the Hortonville Area School District home page, <u>www.hasd.org</u>, 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.*



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



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

	Family Access - Microsoft Internet Explorer provided by provided by -	HASD
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S K Y W A R D	Family Access	My Account Contact Us Exit

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.

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Home New Student Online Enrollment Enrollment Ethnicity/Race Calendar Gradebook Attendance Student Info Food Service Schedule Fee Management	Account Settings Email Phone: Ext: Family Access Login: Cony's Email Show Google ^{MM} Translator in Family Access Cony's Email Counting a Screen Reader Counting Address Street Number: SUD: F: PO. Boc: Address ?: Zip Code: Plus 4: City/State: County:	Save Change Login Change Passwor Undo		
Teacher Conferences Academic History Portfolio Skylert Health Info	Email Notifications Receive Daily Attendance Notifications for my student(s) by Email These are only available for your students who are enrolled at Greenville Elementary and Greenville Middle. Receive Grading Emails for my student(s) Receive Progress Report Emails for my student(s) Onally O'Weekly (revery Saturdary) @ Monthy (1st of each month) These are only available for your students who are enrolled at Greenville Middle. Receive Emails when Food Service Balance is under \$10.00			