Family Access Instructions

About Family Access

Family Access is a free service and is available to all parents and guardians with children enrolled in Alvin ISD. Family Access is a secure Internet-based website that allows parents and guardians to easily track their child’s progress. There are even applications for Apple IOS and Android devices available from the appropriate stores. Among other things, this new service will allow you to view your child’s attendance, grades, schedule, progress, and assignments.

Logging into Family Access

There are two ways to login to Family Access. You can access it by going to the website: [www.alvinisd.net](http://www.alvinisd.net), then click on the A+ in the upper right-hand corner. You can also click on Skyward Family Access under district announcements on the left-hand side. Either link will open the login screen.
On the login page, enter your ID and password. If you don’t know it or you have forgot your Login/Password, Click on Forgot Your Login/Password.

On the Forgot your Login/Password, check the box “I’m not a robot”, then enter your Email or User Name and Submit.

Once you have submitted your request, shortly after you will receive an email with your login information. Make sure your child’s campus always has your current email. “Step by step instructions are outlined below.”
**Overall View**

Once you have logged in, you will see the Home Tab, it is an overall view of your options.

**Family Access**

At the top of the overall view under the Family Access, click on the drop down arrow, this allows you to view your child or you can choose which child you want to view. If you only have one child, there will not be a drop down arrow.

**Easy Access Tabs**

To the left of the screen are located the Easy Access tabs. The options shown here may change, depending on the time of the school year.

**Message Center**

The middle section of the screen displays the Message Center. This enables easy communication shared by teachers and the district.
### Upcoming Events

The right side of the screen lists all of the upcoming events.

<table>
<thead>
<tr>
<th>Upcoming Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu Sep 28, 2017</td>
</tr>
<tr>
<td><strong>1U2 Ends</strong></td>
</tr>
<tr>
<td>Alvin High School</td>
</tr>
<tr>
<td>Thu Sep 28, 2017</td>
</tr>
<tr>
<td><strong>1U2 Ends</strong></td>
</tr>
<tr>
<td>Fairview Junior High</td>
</tr>
</tbody>
</table>

### Online Registration

Online Registration needs to be completed each year. It is available from early summer to fall. You will see your child names; click on the name and it will walk you through each step. You will have to complete the registration for each child.

### Gradebook

The Gradebook can be displayed by clicking on the Gradebook Tab.
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Display Options

The Gradebook may be customized by clicking on the Display Options. You will get a drop down to choose how you want to view your child grades.

Grade Summary

If you click on the grade, you will be able to see a grade summary report of your child’s assignments.

Grade Summary

Once you have opened the grade summary report you can then click on the assignment and get the assignment details.

Attendance

Click the Attendance tab to view attendance information for your child.
**Attendance**

Absences, tardies and other absences from class or school are listed in the center of the screen.

Click on the class name to get detail information about the class.

<table>
<thead>
<tr>
<th>Attendance Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>The attendance charts may be viewed by Period or by Day. Click the Hide Charts button to not display the charts on the page.</td>
</tr>
</tbody>
</table>

**Student Info**

Click the Student Info Tab to view student information for your child. The information on the student info tab is what is entered into Skyward (i.e.) name, DOB, other ID, and emergency contacts.
## Student Info

Your child’s campus, campus phone number and Principal’s name are listed. Contact your child’s campus if any changes need to be made to your child’s Information.

## Schedule

Click on the Schedule Tab to view your child’s current schedule.

## Display Options

The schedule Tab’s Display Options allow you to view Current Term Only or All Terms.

## Discipline

Click on the Discipline Tab to view your child’s discipline. The information is not visible until an Assistant Principal assigns a discipline into Skyward.
Attachments

Click on the Attachments Tab it allows you access to your child’s Report Cards. Click on the report card, you will be able to view or print your child’s Report Card.

Skylert

Click on the Skylert Tab this allows you to change or add your phone numbers and email addresses. Also Skylert enables you to receive notifications concerning your child. You have control over which notifications to receive and how you would like to receive them.

Health Info

Click on the Health Tab this allows you to view you child’s vaccinations.

Login History

Click on the Login History Tab to view your login history. By clicking on View Areas you will see the date, time, & area viewed.
## My Account Language

At the top of the page in the right hand corner you will see your name, My Account, and exit. Underneath my account you will see Select Language this allows you to view your child’s information in whatever language you select.

## My Account

The My Account feature offers many language selections. To view screens in languages other than English, click the checkbox in front of 'Show Google Translator in Family Access'. Also, Parent & Guardian email addresses may also be updated in this section. Click save if any changes have been made.

## Email Notifications

In My Account, you may select the E-mail Notifications you wish to receive for your child. If you have multiple children, the campuses attended will be listed.

## Change Login, Password and Picture Profile

You can also change your login and password in My Account by clicking on the Login and Change Password Button. You can upload a profile picture by clicking on the Profile Picture Button.

Be sure to click **SAVE** to save your changes.