

Purpose: This tutorial will show you how to navigate the Student Information Update.

Note: You must complete this process for each of your students.

1-LOGIN TO SKYWARD

GO TO THE [SKYWARD LOGIN SCREEN](#) OR TO [ALPINESCHOOLS.ORG](#) AND CLICK ON 'SKYWARD'
ENTER YOUR (not the student's) GUARDIAN USER ID AND PASSWORD (Your ID will be something like MOUSEMIC000). CLICK 'Sign In'.



HELP! I FORGOT MY LOGIN ID AND/OR PASSWORD

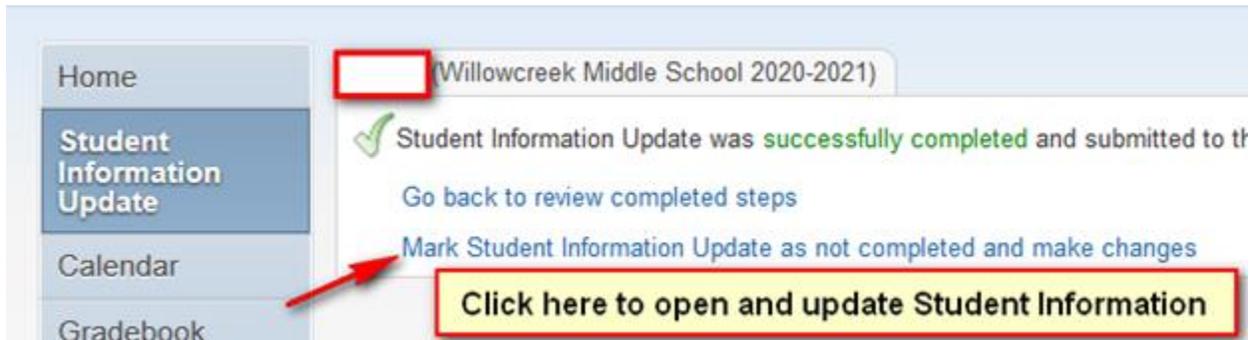
- ON THE LOGIN SCREEN, CLICK "Forgot my login/Password".
- ENTER YOUR EMAIL ADDRESS. THIS WILL BE THE EMAIL ADDRESS YOU HAVE PREVIOUSLY ENTERED IN SKYWARD.



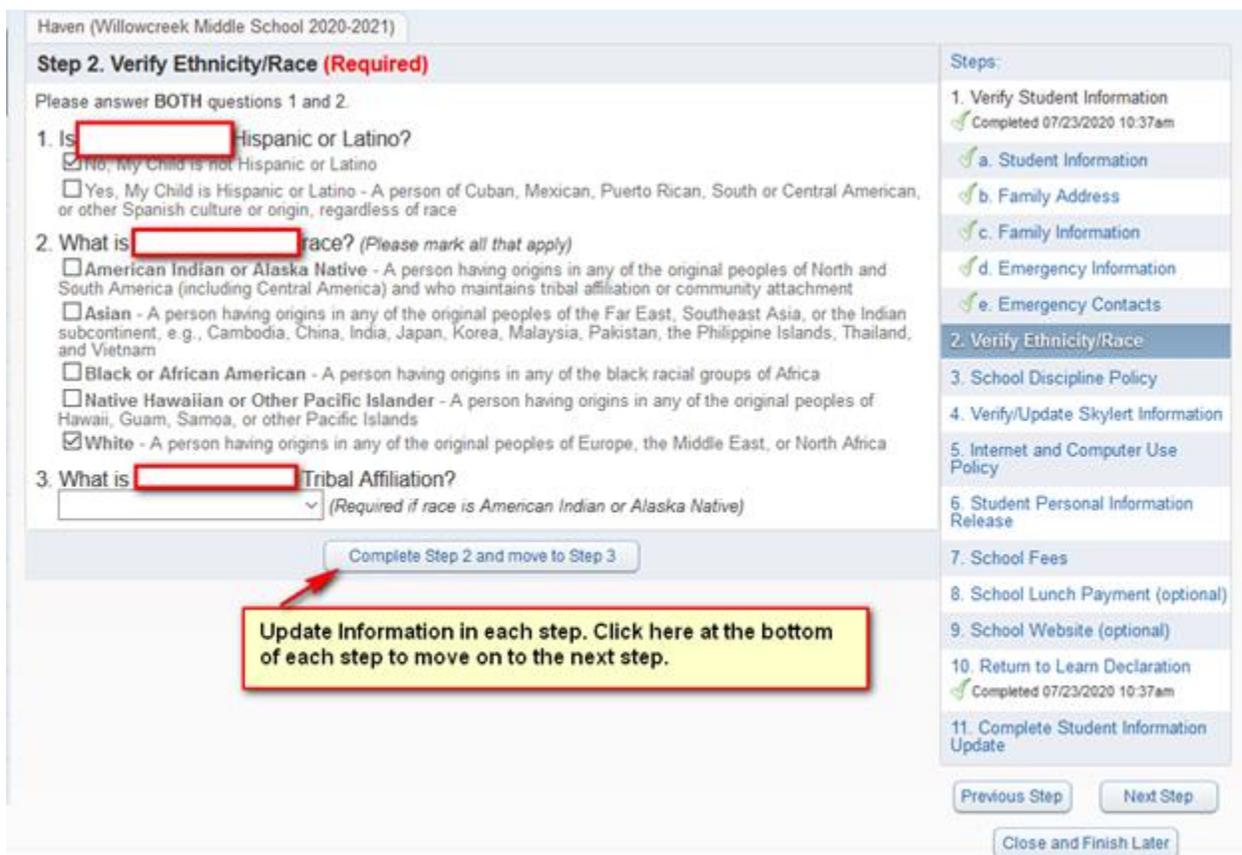
- YOUR LOGIN AND PASSWORD WILL BE SENT TO YOUR PERSONAL EMAIL (above).

- IF YOUR EMAIL ADDRESS APPEARS NOT TO BE IN SKYWARD (EITHER INCORRECT EMAIL OR A NEW ACCOUNT THAT HASN'T BEEN SET UP YET) CONTACT THE SCHOOL PERSONNEL DURING SCHOOL HOURS FOR HELP

2-CLICK ON “STUDENT INFORMATION UPDATE” ON THE LEFT HAND SIDE OF THE FAMILY SCREEN. Click on the name of one of your students.



3-CLICK ON EACH STEP TO UPDATE INFORMATION.



Step 4-WHEN YOU ARE DONE CLICK ON THE LAST STEP TO COMPLETE THE STUDENT INFORMATION UPDATE.

NOTE: Complete the steps and update information for each of your students.