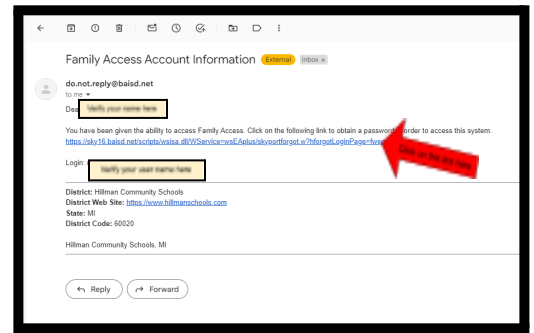


Instructions for Setting Up Family Access in Skyward

Please complete the following steps after providing your personal email to the school.

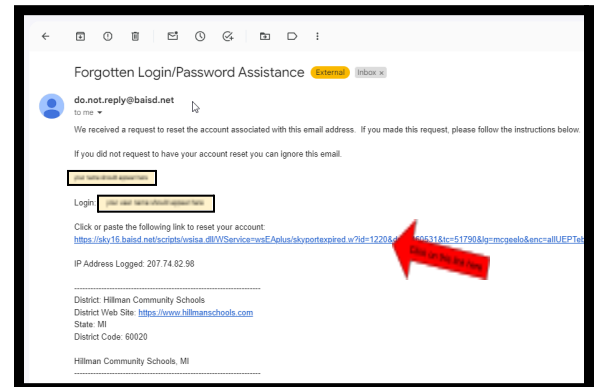
Step 1:

1. Open the inbox of the email address you provided to the school. (Be sure to check additional folders such as SPAM if necessary.)
2. Locate an email from do.not.reply@baisd.net.
3. Verify your name and note your username included in the email.
4. Click the link provided in the email (indicated by the red arrow).
If the webpage does not open, you may need to adjust your popup settings to proceed.



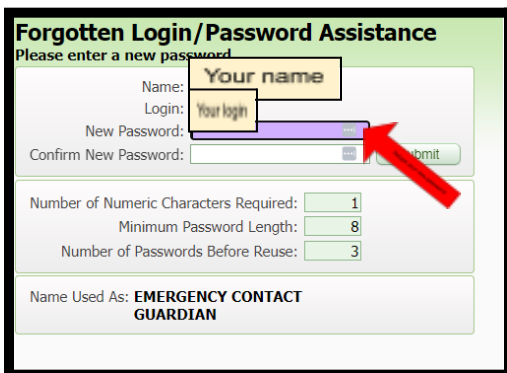
Step 2:

1. On the Skyward webpage, complete the following actions:
 - Check the box to confirm that you are not a robot.
 - Enter your email address or username.
 - Click the "Submit" button.
2. This will prompt our system to send another email allowing you to create a password.



Step 3:

1. Return to your email inbox.
2. Search for another email from do.not.reply@baisd.net.
3. Verify your name and username.
4. Click the link provided in this email (indicated by the red arrow).



Step 4:

1. Clicking the link will open a new webpage. (If the webpage does not appear, you may need to enable pop ups.)
2. Verify your name and username.
3. Enter your preferred password in the "New Password" field. The password must be a minimum of 8 characters and include at least one numeric digit.
4. Re-enter the same password in the "Confirm Password" field.
5. Click the "Submit" button.

Step 5:

1. After clicking "Submit," you will be directed to a confirmation page.
2. Congratulations! You have successfully set up your Skyward account.
3. Before signing in, ensure you are on the Hillman Community Schools login page.
4. Confirm that the login area displays "Family/Student Access."
5. If everything is correct, enter your username and password to access the Skyward system.

If you encounter any issues during this process, please contact the school for assistance.

