



Student Information Management System
Implementation Team

Updating Parent Contact Information in Family Access

1. Log into your Family Access account: <https://skyward-gprod.iscorp.com/scripts/wsisa.dll/WService=wsedugarlandtx/seplog01.w>

2. Once you have logged in, you will click on the tab titled **Student Info**.

3. Your child's contact information will be displayed. If you need to update phone numbers, email address or emergency contacts, click on the link **Request Changes for**.

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
WILMA FLINTSTONE	(123) 456-7890	(123) 456-7890 (Cell)	(123) 456-7890 (Work)		email@email.com

4. The following menu options will appear. You can select **Family Information**, **Emergency Contacts**, or **Add Emergency Contacts**. In order to update the Family Address, you will need to provide the Data Clerk the updated Proof of Residency documentation.



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5. You will make necessary updates in one of the following pop-ups depending on if you selected **Family Information**, **Emergency Contacts**, or **Add Emergency Contacts**. Once complete, you will click **Save** in order for the changes to take effect in Skyward.
 - a. Family Information – Edit phone numbers or email address

The screenshot shows a form titled "Family Information for PEBBLES FLINTSTONE". Under "Family Options", the Home Language is set to "SPANISH". The Guardian Number is 1, and the Name is WILMA FLINTSTONE. The Home Email is email@email.com. There are three phone number fields: Primary Phone (123-456-7890), Cell (123-456-7890), and Work (123-456-7890), each with an "Ext:" field. A "Save" button is highlighted in red at the bottom right.

- b. Emergency Contacts – Edit phone numbers, email address or delete emergency contact.

The screenshot shows a form titled "Edit Emergency Contacts for PEBBLES FLINTSTONE". Contact # is 1. A yellow button "Delete this Emergency Contact" is at the top right. Fields include First (WILMA), Middle, Last (FLINTSTONE), Relationship, Email (email@email.com), and Comment. Phone fields for Primary, Cell, and Work are all 123-456-7890, with "Pick Up" set to "Yes". A "Save" button is highlighted in red at the bottom right.

- c. Add Emergency Contact

The screenshot shows a form titled "Add Emergency Contact for PEBBLES FLINTSTONE". Contact # is 2. Fields include First, Middle, Last, Relationship, and Email. Phone fields for Primary, Cell, and Work are empty, with "Pick Up" set to a dropdown. A note at the bottom states "(*) Indicates a required field." A "Save" button is highlighted in red at the bottom right.