

Student Instructions

- 1) Log into Skyward using the Network Username and password, and select: “Endorsement” menu option on the left.
- 2) Select the option: Declare an Endorsement.

- 3) Choose your Declared Endorsement for the menu choices.
- 4) Select the Declared Option for that endorsement.
- 5) Read and Acknowledgment the E- Signature statement by choosing “I Agree”.
- 6) Save the selections.

NOTE: After choosing your endorsement, the parent or guardian for the student can see the student’s selection in Family Access, but cannot edit their choice as currently configured.

Parent - VIEW the Selected Endorsement and Option

- 1) Log into Skyward using your Family Access username and password.
- 2) Choose the student for whom you wish to view the endorsement and options selected.
- 3) Click the “Endorsement” menu option on the left.
- 4) The selected choice and date of signature is shown.