

Family Access Instructions

School District Website: [www.lakemills.k12.wi.us](http://www.lakemills.k12.wi.us)

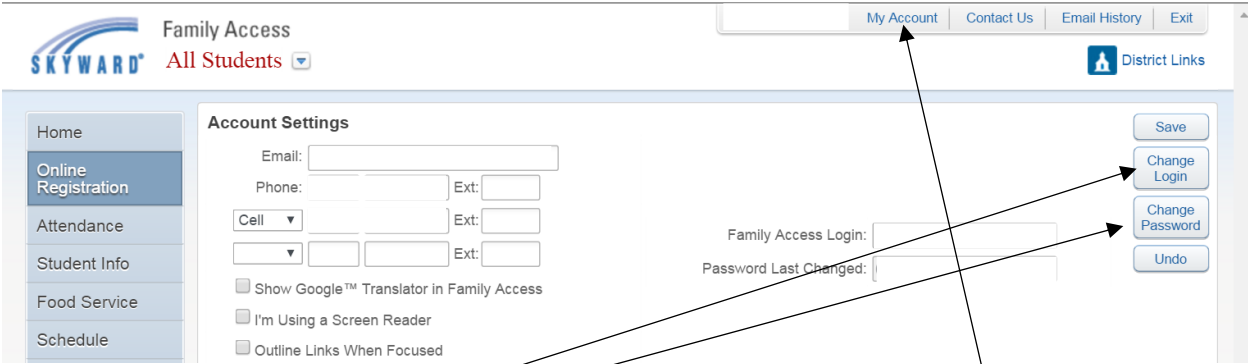
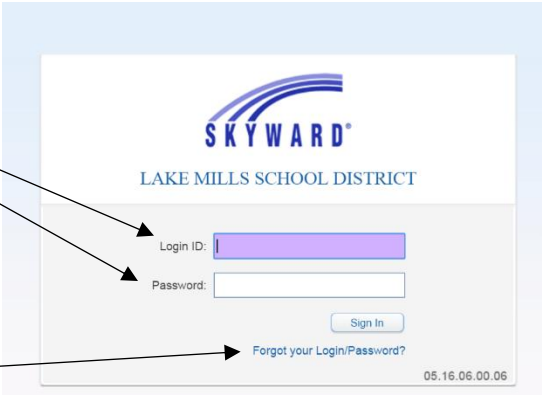
Select: Families

Select: Skyward Family Access  
You may also select the Skyward icon from the home page to be taken directly to the family access login screen.



Enter Login ID & Password and click on "sign in"  
If you are new to the District your Login ID and password retrieval was emailed to you.

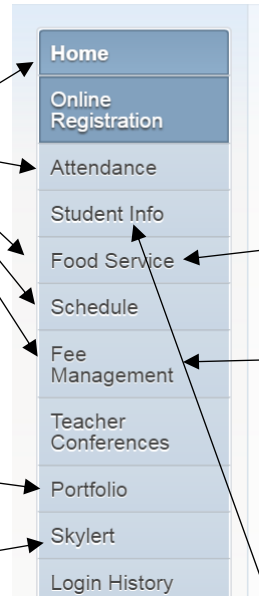
If you have a valid email on file you may click on "Forgot your Login/Password?" and instruction will be emailed to you.



To change your email address, login, password, and phone numbers, click on "My Account". Click on "Save" to complete your changes.

To access information about your student, select their name from the drop-down box at the top of the screen under ALL Students. (If you have more than one student, it will default to ALL Students).

An available menu for the student will display down the left side of the screen starting with the HOME at the top.



Make a food service payment or pay school fees.

Progress Reports and Report Cards are posted to the Portfolio tab.

Skylert: Manage your contact information for the District's mass notification system.

Requests for changes to guardian phone and email may be made within the student info button>click *request change for (student's name)*> save. You may also delete emergency contacts. If you'd like to add/change an emergency contact, please contact your child's school. Address changes may only be made by contacting the District Office at (920) 648-2215.