

Student name:

Graduation Year:
Teacher:


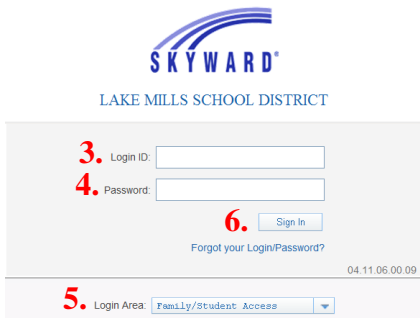
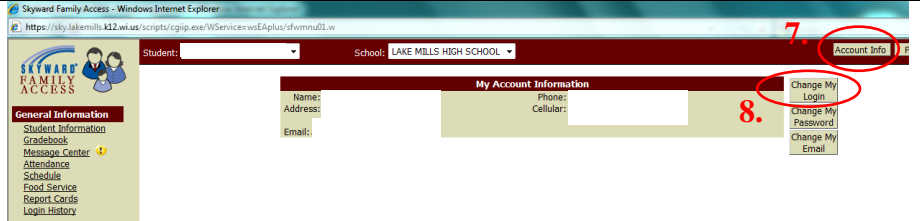
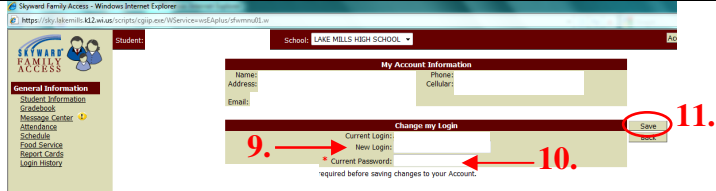
Parent 1:
Parent 2:

Login:
Login:

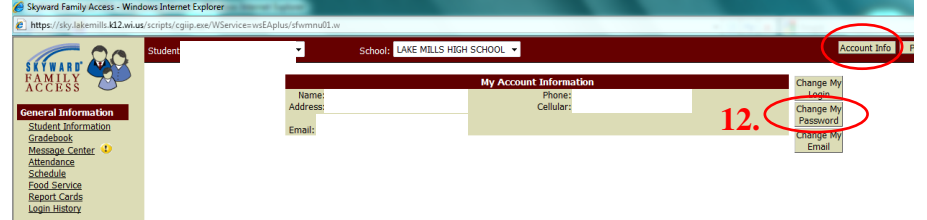
Password:
Password:

Dear Parent/Guardian of

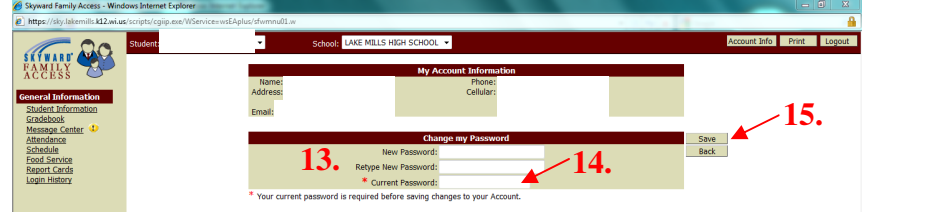
The following instructions will allow you to access your personal account for food service, grading and attendance information about your student(s).

<p>1. Using Internet Explorer, go to www.lakemills.k12.wi.us</p>	
<p>2. Click Parents, then Family Access</p>	
<p>3. Type your Login ID (See above) 4. Type your Password (See above) 5. Select <i>Family/Student Access</i> in Login Area 6. Click on Sign In</p> <p>NOTE: Not case-sensitive</p>	
<p>7. Click on Account Info 8. To change the Login, click on Change My Login</p>	
<p>9. Type in your New Login 10. Type your Current Password 11. Click on Save</p>	

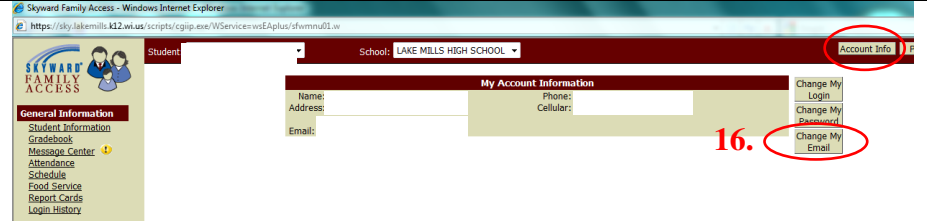
12. To change the Password, Click on **Change My Password**



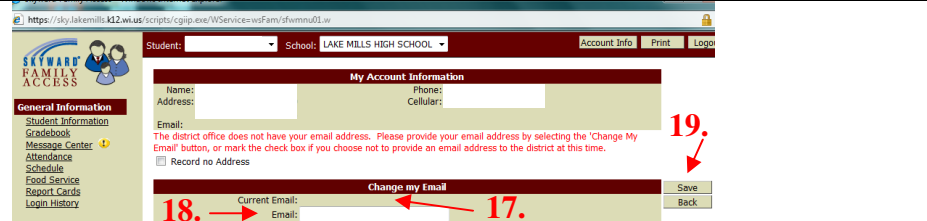
13. Type in your **New Password**, twice
14. Type in your **Current Password** (See above)
15. Click on **Save**



16. To change your email address, Click on **Change My Email**



17. Type in an email address
18. Type in your **Current Password** (See above)
19. Click on **Save**



20. To access information about your student, click on any of the items listed on the left side, i.e., **Student Information, Gradebook, Message Center, Schedule, or Food Service**
21. Click on **Logoff** when finished

