

# Athletics - Physical & Alternate Year Card Lookup

1. Login to Skyward Family Access at [www.lakemills.k12.wi.us](http://www.lakemills.k12.wi.us)
  - Families – Skyward Family Access
2. Select Portfolio on the left hand side
3. Select either the Physical Card or Alternate Year Card by the school year in which it covered

The screenshot shows the Skyward Family Access interface. At the top left is the Skyward logo with the text "SKYWARD" in blue. To its right, the text "Family Access" and "Susie Sunshine" is displayed. Below the logo is a vertical navigation menu with the following items: Home, Gradebook, Attendance, Student Info, Food Service, Schedule, Fee Management, Graduation Requirements, **Portfolio** (highlighted in blue), Skylert, and Login History. To the right of the menu is a section titled "Portfolio - Attach" which contains a search box and a list of items under a "Description" header. The list items include: "Physical Card for 20", "Semester 2 Virtual L", "Repost 2019-20 3rd", "2019-20 3rd Quarter", "Progress Report Let", "Repost 2019-20 1st", "2019-20 1st Sem R", "Progress Report Let", "Repost 2019-20 1st", "2019-20 1st Quarter", "Progress Report Let", and "Repost 2018-19 2nc". Two black arrows point from the instructions above to the "Portfolio" menu item and the "Description" header.