Skyward Student Information System
Ridgewood Public Schools

The Ridgewood Public Schools offers parents of our school community an information service called "Skyward Family Access". Family Access is a password-protected website that provides parents access to Schedules, Grades, Report Cards, Homework, Attendance, Classroom Messages, Food Service and Fee Management information. The information in Family Access will aid in ongoing communication between you and your child's teachers and promote student success. Any questions and problems should be sent to skywardhelp@ridgewood.k12.nj.us

Parent/Guardian Login Instructions

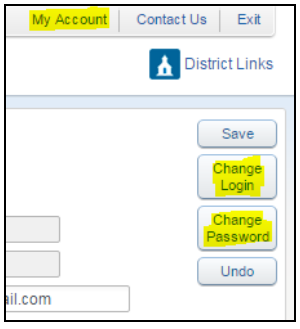
Each parent/guardian will have their own user account. ***DO NOT share a username/password with your child.*** Students in grades 6-12 have their own accounts through Student Access with different access than parents.

1. Go to the Ridgewood Public School website at http://www.ridgewood.k12.nj.us/.
2. Click on the **Skyward Quick Link**

3. FOR FIRST TIME USERS or IF YOU HAVE FORGOTTEN YOUR LOGIN/PASSWORD or IF YOUR PASSWORD HAS EXPIRED
    a. Click on **Forgot your Login/Password?**
    b. If this is your first time using Skyward, enter the email address submitted during registration. If you are a returning user, enter the email address you have associated with your Skyward account.
    c. **Check your email** for a message from do.not.reply@ridgewood.k12.nj.us.
    d. Within the email click on the **reset password link**.
    e. Take note of your username next to Login.
    f. Set a new password. The password must be at least 6 characters long and include alphabetic and numeric characters.
    g. Click on **Submit** button.

4. Enter your Login ID and Password and Click on ***Sign In***. Once you have signed in, you may customize your login name to something that is easier for you to remember.

To Change Your Email Address, Login and Password



1. Login with your current logon and password and select **My Account** on the top right hand side of the screen.
2. Update your email address under **Account Settings**.
3. To change your Logon, click on **Change Logon**, enter your new logon name and your current password, **SAVE**.
4. To change your Password, click **Change Password**, enter your current password, your new password, **SAVE**. Passwords must be at least 6 characters, including Alpha and Numeric.
5. **SAVE** account settings.

Navigating Skyward Family Access

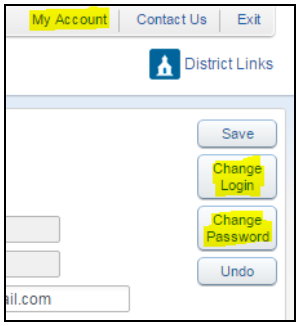
1. At the top of the screen you can select to view all students in your family, or by clicking on the down-arrow you can select students individually.
2. Click on **My Account** to review and update your login and email information. Here you can update your email, logon and password information.
3. The middle portion of the **HOME** screen is referred to as the **WALL**. The Wall shows various warning and informational messages such as:
   - Class Messages that have been posted to Family/Student Access
   - Missing Email Address
   - Online Registration Status
   - Ethnicity/Race Validation
   - Food Service Balance and Payments

4. Messages can be hidden or displayed based on your preferences set in Home Settings options. Click on the cog icon next to select options in Home Settings, Show All Hidden Messages, or Reset.
5. Modules that are specific to your child's school can be selected along the left hand side of the screen.
6. The right of the screen shows upcoming events on the calendar. The calendar can be opened by clicking on the word ***Calendar*** at the top of the list. Once in the calendar, several new options have been added such as the ability to view by Day, Week, or Month and the option to print the calendar in a calendar format or a listing.
7. Please use the Exit button at the end of your session.

Keeping your Skyward Information Current

In order to maintain the communication between schools, parents and students, it is essential that you check Skyward regularly and that there are current email addresses and phone numbers in Skyward Family and Student Access. If your information changes, please take a few moments to update your Skyward information.

To Change Your Email Address, Login and Password



1. Login with your current logon and password and select **My Account** on the top right hand side of the screen.
2. Update your email address under **Account Settings**.
3. To change your Logon, click on **Change Logon**, enter your new logon name and your current password, **SAVE**.
4. To change your Password, click **Change Password**, enter your current password, your new password, **SAVE**. Passwords must be at least 6 characters, including Alpha and Numeric.
5. **SAVE** account settings.

To Change Telephone Numbers

1. Select **Student Info** from menu on left
2. Click on **Request Changes for *student name***. This is to the right of the screen for each child
3. Select **Family Information**
4. Update any phone number and click **SAVE**.

To Update Emergency Contacts (Do not put yourself as the emergency contact)

1. Select **Student Info** from menu on left
2. Click on **Request Changes for *student name***. This is to the right of the screen for each child
3. Select **Emergency Contacts** to change information for an existing contact or to delete a contact
4. Select **Change Emergency Contact Order** to change the order of the contacts
5. Select **Add Emergency Contacts** to add a new contact

To Update/Change Student Name or Address

Changes to student's name and address require you to present proof of legal name and proof of residency to your student's school.

Checking Food Service and Fee Balances

Login to Skyward Family Access. Select Food Service or Fee Management on the left of your screen. You can view all students' balances on one screen or you may select each of your student's names in turn (from the drop-down menu at the top of your screen). Each of your students has his/her own separate account, so each student's account balance, charges, and payments are unique.

You can now print meal statements from Family Access to review a detailed report of your child's food service purchases and payments.

1. Select the student from the Drop-Down menu at the top left
2. Click the **Food Service** tab
3. Under **Print Report** click FS Meal Statement
4. Enter the desired Date ranges (for example: 09/02/2016 to 10/10/2016) and select **Print**
5. When the report completes processing, click **View Report**

Making Payments for Fees, Fines, or Food Service

As a convenience to parents, Ridgewood Public Schools provides an easy way to make online payments for Fees and Food Service through **Skyward Family Access**. Payments can be made from any computer 24/7 using a Discover, VISA or MasterCard debit or credit card. We have contracted with RevTrak, a national credit card payment processor, to provide a secure site for making payments. Payment may also be made by check made payable to Ridgewood Board of Education and submitted to your child's school.

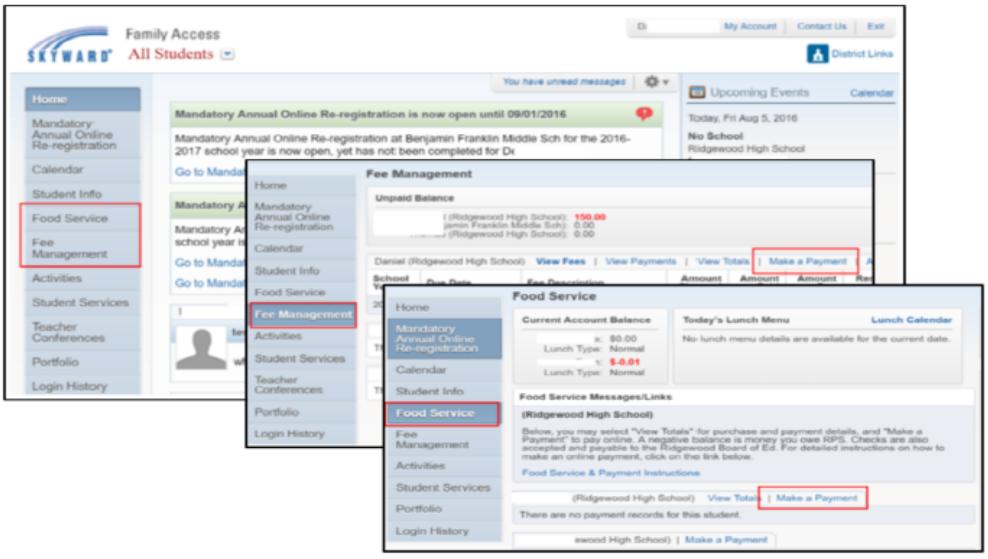
Food Service and Fee Management payments can be made in one single transaction.

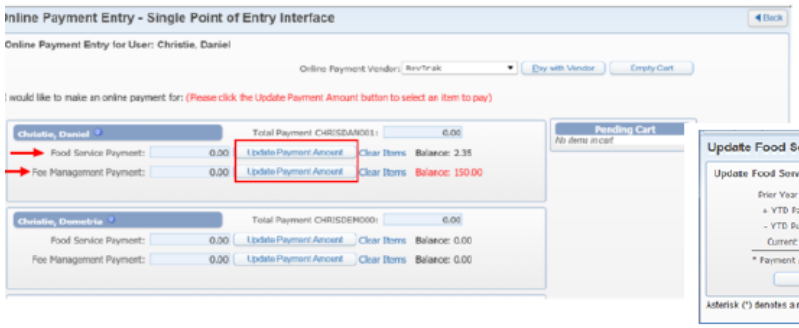
When selecting to make an online payment, all members of the family will be listed on the Single Point of Entry Interface Screen. ***There is NO CONVENIENCE FEE for making an online payment.***

Middle and High School Activity Fees

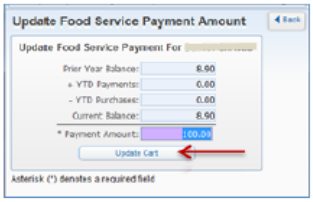
If your child participates in at least one activity during the year, you are required to pay this fee. Fees are capped at $100 for Middle Schools students and $150 for High School students, so if your child participates in 1 or more activities you will only pay one fee for the year.

1. Logon to Skyward Family Access. Skyward Family Access can be found on our website as a Quick Link SKYWARD. If you have forgotten you logon and password and you have a valid email address in our Skyward system, you can select Forgot Login/Password link on the logon screen to receive a reset link.
2. Click either the **Food Service** or **Fee Management** links on the left panel. Select **Make a Payment**





Select **Update Payment Amount** next to the type of payment (Food Service or Fee Management). Balance due will display in RED.



When selecting **Food Service**, review balances, enter a **Payment Amount**, select **Update Cart**

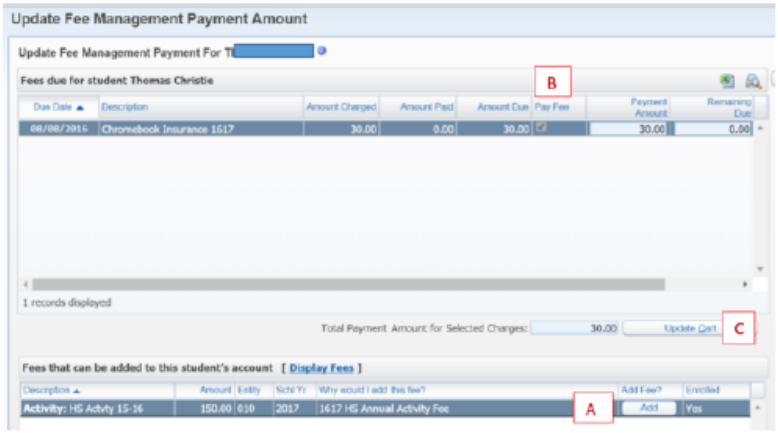
All questions and problems should be sent to skywardhelp@ridgewood.k12.nj.us

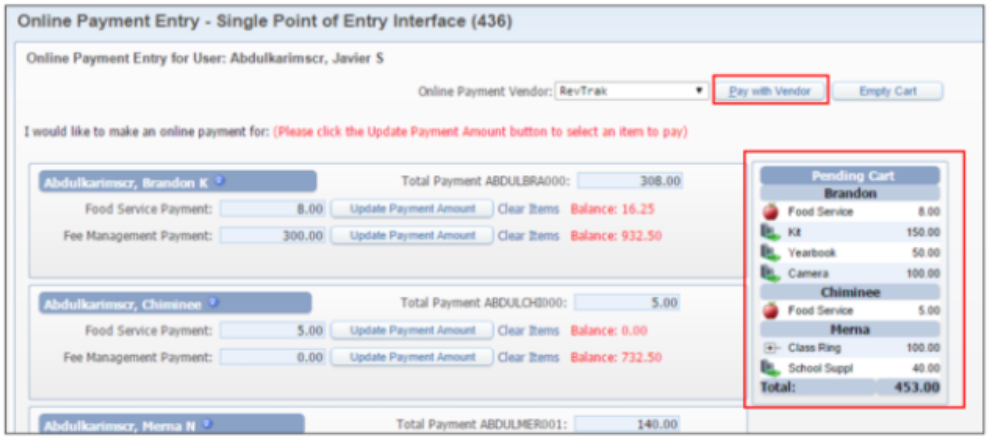
When selecting Fee Management:

Note: If your child participates in at least one activity during the year, you are required to pay an Activity fee. Fees are capped at $100 for Middle School students and $150 for High School Students. So if your child participates in one or more activities you will only pay one fee for the year.

When selecting **Fee Management** the top portion of the screen displays fees that are due now.

A. Click on the **Add** button on the bottom right to add current year fees for payment, such as Activities
B. Check the **Pay Fee** boxes next to the fees you will pay in this transaction on the top portion of the screen
C. Select **Update Cart** to return to the Single Point of Entry screen and review charges.

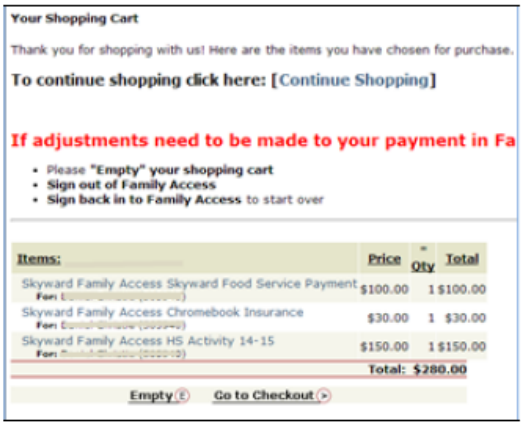




The right side of the screen will display a **Pending Cart**. When you have completed the process for all students in your family, **please review the total payment amount will be display at the bottom of the Pending Cart and at the bottom of the screen.** Review and select **Pay with Vendor** when finished.

While the cart is processing, **please wait** as a green checkmark will display next to each cart item processed. When finished it will display in the online payment vendor shopping cart. Review items and select **Go to Checkout**.

At checkout, enter your account login information (email address and password) or, if this is the first time making an online payment, create a RevTrak account by selecting *I am a new customer*.



Select ***Sign in using our secure server*** to continue and complete the transaction.

If you have forgotten your RevTrak password, select 'Forgot your password? Click here.' Enter the email address that you used when you initially created your RevTrak Account to receive a password reset link.

If you have any questions regarding Skyward Family Access or RevTrak, please send an email to skywardhelp@ridgewood.k12.nj.us

Skyward Student Access

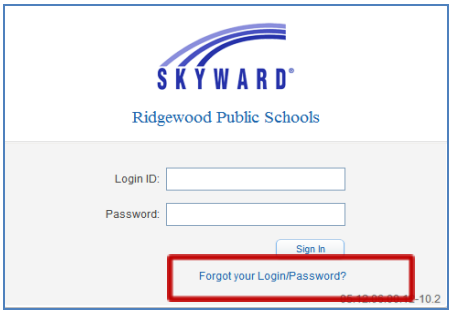
In order to maintain communication between schools, parents and students, Ridgewood Public Schools offers a service called ***Skyward* Family/Student Access**. All Middle and High School students (grades 6-12) have separate logins to ***Skyward*** (**Student Access**) from their parents (**Family Access**). Although both **Family** and **Student Access** are similar, they are not the same. Students and parents should use their own login information to access ***Skyward***. The link to ***Skyward Student Access*** can be found on the District website (www.ridgewood.k12.nj.us) as a Quick Link

SKYWARD .

A Google Apps account and school email address is provided for students in grades 6-12 to receive messages from principals and teachers.

For First Time Users or Forgotten Login/Password

Parents must first sign the online District AUP Policy form during Mandatory Annual Online Registration in order for students to gain access to the District network. After the AUP Policy is signed, students will receive their RPS Network logon credentials at school. Students will use these credentials to access **Skyward Student Access, as well as other District online curriculum programs**. Student passwords must be at least 6 characters long and include alphabetic and numeric characters.



If a student needs to have their RPS Network credentials reset, they should see their building IT Technician or other school designated password manager.

Food Service Information

Students must use their own **Key Pad Number** when purchasing items in the cafeteria. Key Pad Numbers can be found in either **Student** or **Family Access** > **Food Service**. **DO NOT SHARE IT WITH ANYONE**. Students now have access to view their own Food Service purchases and balances. Parents must authorize students to charge purchases to food service accounts during Online Registration. If parents have not authorized their Middle or High School student to charge, cash will be required for food purchases. If a student has authorization to charge, but the account balance falls below $0, the student will only be permitted cash purchases until the balance is brought up-to-date.

If students are authorized to charge and the account balance falls at or below $0, students will only be permitted cash purchases until the account is brought up-to-date

All questions and problems should be sent to skywardhelp@ridgewood.k12.nj.us

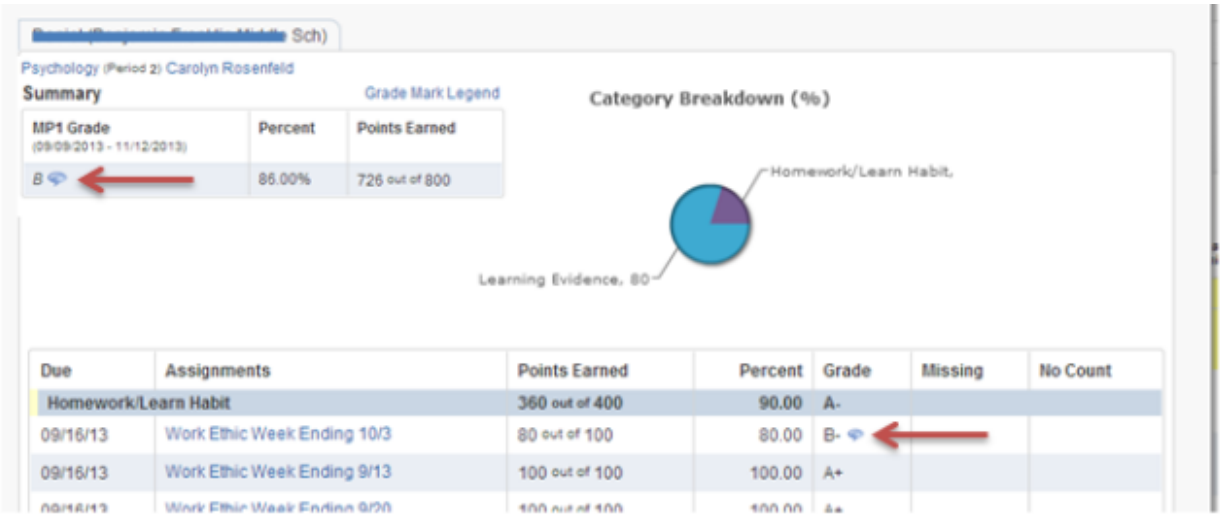
Checking Assignments, Grades and Report Cards in Family and Student Access

Gradebook Assignments and Grades – Middle and High School only

1. Logon to Skyward Family or Student Access.
2. Click on the **Gradebook** tab.
3. To view the assignments that make up the grade, click on **Display Options** next to the student's name, and select **Show Assignments**. These display options will be honored upon each login. Where there are more than 5 assignments, the **Next #** option will be displayed. Click to see the next 10 assignments.

Progress Reports – Middle and High School only

1. Click on the Gradebook tab
2. The number of missing assignments will be displayed in RED. Click on the assignments in BLUE for details.
3. Middle School Students: Click on any Progress Period (PR) grade in BLUE to view the teacher comments for the Progress Report period. If you select the MP grade in BLUE, you can click on the Blue Comment Bubble next to the grade or assignment to view the teacher's comments.



High School Students: Click on any Marking Period (MP) grade in Blue. It will take you to the Progress Report for that marking period. Click on the Blue Comment Bubble to view the teacher's comments for the chosen Marking Period (under Summary), and/or next to an assignment.

Report Cards - All students

Report Cards for all grade levels are posted according to each school's schedule. Report Cards can be found under the Portfolio Tab – Attachments. Click on the report card you would like to view.

Honor Rolls - MS/HS only

Honor Roll history can be found under the Portfolio Tab – Highlights.

IEPs / Monitored Goals and Objectives - Classified Students

IEPs and monitored student Goals and Objected for classified students can be viewed by selecting Student Services, Display Options. Select the most current IEP to view IEP Forms. Select View All Forms for a consolidated view or click on any individual form link.