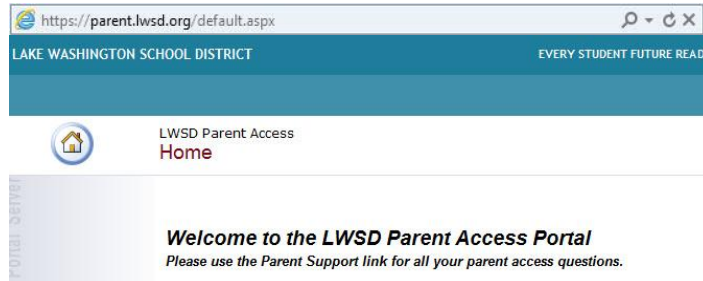


SKYWARD FAMILY ACCESS EMAIL CHANGE INSTRUCTIONS



These instructions are for updating your Skyward Family Access email address. Your current email on file is identified as no longer valid or you may wish to change the email for your LWSD communications. To receive messages from your child's teacher(s) or from the school by staff using the Skyward Message Center system you need to have a current email address. Please follow these instructions.

1. Go to LWSD Parent Access page
 - a. Go to www.lwsd.org
 - b. Click For Parents
 - c. Click Parent Access Login
 - d. Enter your User name and Password, if prompted



2. Click the Family Access link on the right side of the page



3. Click Account Info on the main Family Access screen



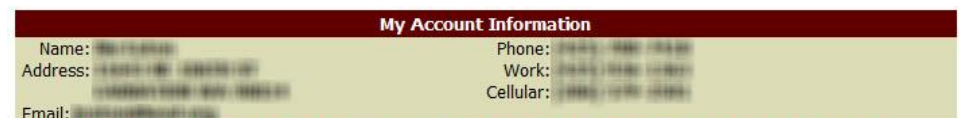
4. Choose Change My Email



5. Enter different email address in the Email: box and click Save



6. Confirmation of this change of email will appear on the screen



Email address successfully changed. A confirmation email was sent to the new email address.