Skyward Mobile App Setup
for Apple/Android Devices
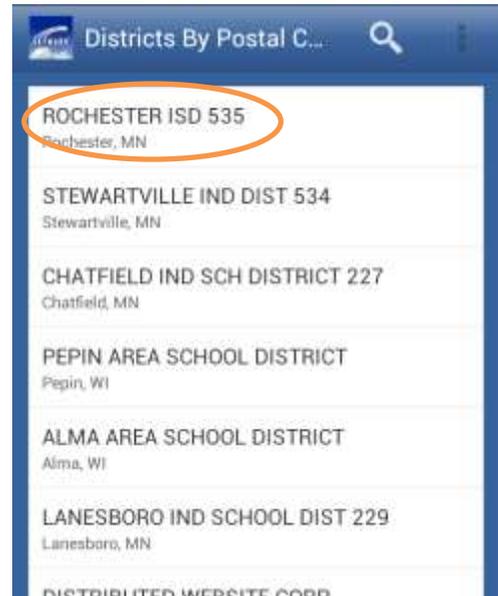
Search for "Skyward" at the app store and install

Skyward Mobile Access
Skyward, Inc
★★★☆☆
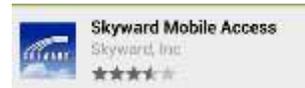
Find our school district **By Postal Code,** enter a Rochester zip code, and then select Rochester ISD 535

Add an Account

- By Location
- By Postal Code
- By School District

enter Zip code

Districts By Postal C... 🔍

- ROCHESTER ISD 535
  Rochester, MN
- STEWARTVILLE IND DIST 534
  Stewartville, MN
- CHATFIELD IND SCH DISTRICT 227
  Chatfield, MN
- PEPIN AREA SCHOOL DISTRICT
  Pepin, WI
- ALMA AREA SCHOOL DISTRICT
  Alma, WI
- LANESBORO IND SCHOOL DIST 229
 Lanesboro, MN
- DISTRIBUTED WEBSITE CORP
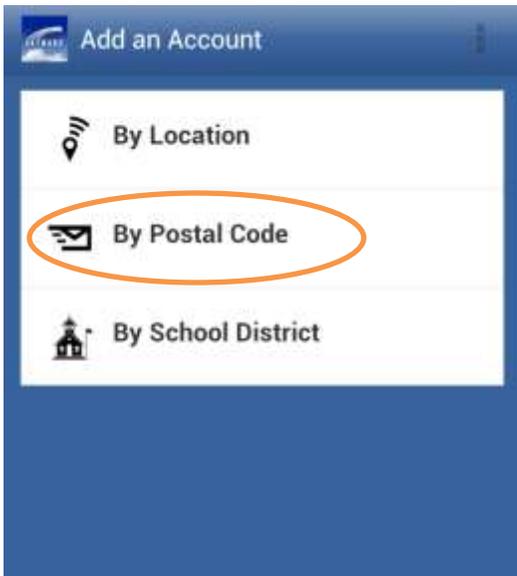
Select the appropriate system. You can add additional accounts, but you have to set them up one at a time.

Select a Product

- 🏠 **Student Management**
  Family, Student, and Teacher Access
- 💼 **Business Management**
  Employee Access

Choose **Student Management** for Family Access, if you have a child in the district, or for Educator Access, if you have an account on the Student Management system.

Choose **Business Management** for Employee Access or access to the Finance portion of Skyward Business. (Human Resources information is not available from the mobile app.)
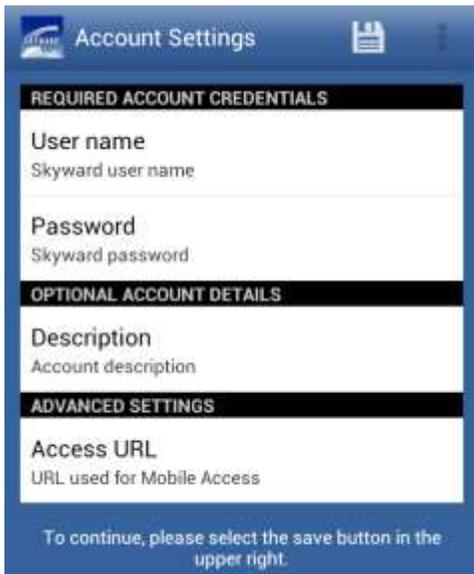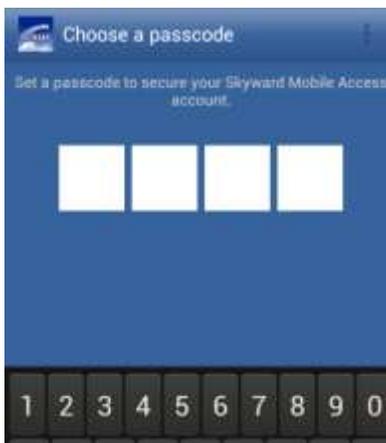
Select **User Name** and enter your district login name.

Select **Password** and enter your district password.
** you will need to update this every time you change your district password

Select **Description** and enter a name for this account (i.e. Employee Access) This is optional but helpful if you plan to set up additional accounts.

Select the save icon

You will be prompted to set a passcode for your Skyward Mobile account. You will use this, instead of your login id and password, each time you connect to the mobile app.

Please note: when you change your district password you will need to go to the account setup page for this app and update your password.

Android: click the Plus sign to add another account. To switch between accounts or Exit the app, select the

iPad/iPhone: select Add Account button.
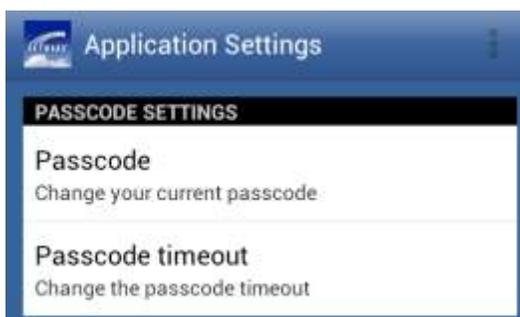
In Application Settings you can change your passcode or adjust the timeout.

Using the Skyward Mobile App

Employee Access:

You can view your pay check gross and net amounts; details aren't available on the mobile app. You can also view Time Off balances and enter a Time Off request. Those who approve time off will see an Approvals option as well.

Employee Access ▾

✈ My Time Off

My Time Off Approvals

Pay History

💵 Expense Reimbursement

Entering Time Off Request:

‹ 🏛 **Business**   ✏   🗑

Time Off Request ▾   Back

Create Request   Save

• Time Off Code: (01/02) SICK LEAVE - Hou ▴

Hours Per Day:8h 00m

Description:

• Reason: BEREAVEMENT - EXTENDED F ▴

Type: ⦿ Single Day ◯ Date Range

• Start Date: 02/22/2013 🗓 **Friday**

Time: Hours   0C ▴ Minutes

Start Time: 12:00 AM

Asterisk (•) denotes a required field

Select the Time Off Code field to choose the appropriate code.

Select the Reason field to choose the correct reason.

Tap on the calendar icon to select a different date

Enter the number of hours

Enter the start time of your time off. (optional)

Click Save (at the top)

Skyward Student:

Depending on the access you have, you will have different options within Skyward Student. If you are a parent in the district you can view Family Access. If you have additional access to Skyward Student Management you will have access to enter attendance (teachers) or look up student information (clerical/administrators).

Educator Access Plus: for teachers

Family Access: for parents

Student Management (student info): for clerical/admins

Within Educator Access, teachers will see their classes. If you select a class there are two options: Attendance and Gradebook. Homeroom classes, and other classes that are not graded, are not displayed.

To enter attendance, tap one time on the student row to change them from Present to Absent, tap it again to change it to Tardy or a third time to change the entry to Tardy Excused. (Tap it again to change it back to Present.)

When you have the attendance entered, select Save.

Student Information within Student Management:

Select **Search by Name/Other ID** to look up student information
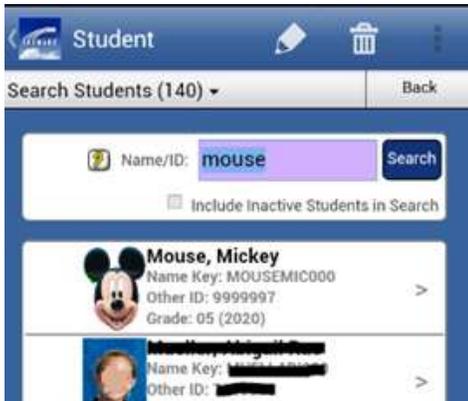
Enter the last name (or part of it) and select **Search**

Select the student to see additional options

These are the different areas you can choose from.

Selecting **Family** will display the following information.