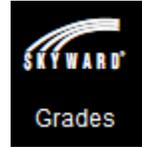


# Skyward Contact Information

How to update your contact information in the Skyward system

1. Go to the [Antietam School District website\(www.antietamsd.org\)](http://www.antietamsd.org)
2. Click on the **Skyward Grades** icon
3. Sign in with your Skyward username and password
  - a. If you don't remember your username and/or password, click on the "Forgot your Login/Password?" link below the Sign In button and follow the instructions
4. Click on the **My Account** link at the top right of the page
5. Under **Account Settings**, update your Email and Phone numbers
  - a. You will get text messages and voice calls to the phone number that you specifically mark as Cell, all other numbers will get only voice calls
6. At the bottom of the page (**Email Notifications**) is where you can also make selections on receiving Attendance, Grading and Progress report email notifications
7. Click the **Save** button on the right side of the page when you are finished

A screenshot of the Skyward Family Access "Account Settings" page. The page has a left sidebar with navigation links: Home, Calendar, Gradebook, Attendance, Food Service, Schedule, Discipline, Activities, Academic History, Portfolio, Health Info, and Login History. The main content area is titled "Account Settings" and contains several sections: "Email" with input fields for Email, Phone, and Cell; "Family Access Login" with fields for Login and Password Last Changed; "Address (Mailing Address)" with fields for Street Number, Street Dir, Street Name, SUD, #, P.O. Box, Address 2, Zip Code, Plus 4, City/State, and County; and "Email Notifications" with checkboxes for "Receive Daily Attendance Notifications", "Receive Grading Emails", and "Receive Progress Report Emails". On the right side of the page, there are three buttons: "Save", "Change Password", and "Undo". Annotations include a blue arrow pointing to the "My Account" link in the navigation menu, a green arrow pointing to the "Home" link in the sidebar, a red arrow pointing to the "Save" button, and a purple arrow pointing to the "Email Notifications" section.