

Updating Emergency Contacts in Skyward Family Access

Please read these directions carefully and follow them to complete the 2019-2020 Emergency Contact Update. Note that this update CANNOT be completed in the Skyward Family access app. **Please use an internet browser.**

It is important that you update the record for every student you currently have enrolled in Penn Delco School District.

1. Use the link in the email you received to access Skyward Family Access. You can also go to the Penn Delco School District website at www.pdsd.org. Click the "Skyward Family Access" icon that appears under the picture banner in the blue bar with other quick link icons. This same icon can also be found on each of the individual school websites.



2. Enter your user name and password to enter Skyward Family Access.

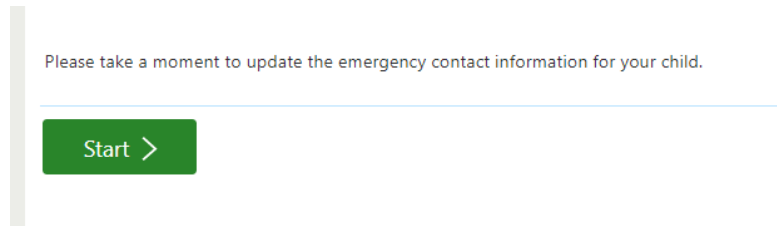
If you cannot remember your login or password, click "Forgot your Username or Password?" Enter the e-mail address Penn-Delco has on record for you and then select "Submit". An e-mail will automatically be sent to you with instructions to reset your existing account.

A screenshot of the Penn-Delco School District login page. The page has a white background with a blue border. At the top, it says "Penn-Delco School District". Below that, there are two input fields: "Username" and "Password". A green "Sign In >" button is positioned below the password field. At the bottom, there is a link that says "Forgot your Username or Password?".

3. Once you are logged in, you will see information about completing the Online Update of Emergency Contacts. You will have a tile for each of your student(s). This update is student specific, so it must be completed for each student. Click the tile to proceed.



4. Click the start button to begin.



5. Fill out the following screen with the contact information. Required fields are marked with an *. Use the **+** Add Emergency Contact button to add additional emergency contacts.

A screenshot of a form titled "EMERGENCY CONTACT #1". The form is divided into several sections. On the left, there are text input fields for "First Name", "Middle Name", and "Last Name", with asterisks indicating they are required. Below these is a "Relationship" dropdown menu, an "Allow Student Pickup" checkbox, a "Driver's License Number" text field, and a "Comment" text area. On the right side, there are three rows for phone and email information. Each row has a "Select Type" dropdown, a "Number" text field, and an "Extension" text field. Below these are three rows for email information, each with a "Select Type" dropdown and an "Email" text field. A "Clear Emergency Contact" button with a red 'x' icon is located to the right of the form. At the bottom of the form, there is a green "+ Add Emergency Contact" button. Below the form, there are two navigation buttons: a grey "< Previous" button and a blue "Complete & Review >" button.

Once you have reviewed this information, click the Complete & Review button at the bottom of the screen to proceed.

6. Verify the information that you have entered. Check the box to confirm that you have reviewed and click the Submit Form to complete the update.

A screenshot of a confirmation screen. At the top, there is a checkbox followed by the text "I confirm that all of the above information is correct to the best of my ability." Below this, there are two buttons: a grey button with "< Previous" and a blue button with "Submit Form >".

7. When you return to the Skyward Family Access home screen you will see that the tile has changed to indicate that you have completed the process. Our staff will review the information and approve the update. Once approved, the online update tile will be removed from your home screen.

If you need help completing your online update of Emergency Contacts, please submit a ticket by emailing helpdesk@pdsd.org.