

SKYPORT ADMINISTRATORS – EDUCATORS – STAFF USERS

Skyward is the District's student information system. It is a web based program that provides students with access to their grades, schedules, assignments, and much more through Skyward's Student Management. It can be accessed from any location that has internet access.

LOGGING INTO SKYWARD

- From the District's website at <http://www.easternyork.com>, locate your school's webpage and click the Skyward Access link. From the Skyward Access webpage, click the SkyPort button at the bottom of the page. Enter your User ID and password on the login screen.
- A User has 3 attempts to log into Skyward. If login is not successful, the user account will be automatically inactivated.
- In order to avoid your account becoming inactivated and delaying your ability to log into the program, after 2 unsuccessful attempts, use the [Forgot your Login/Password?](#) link directly below the Sign In button.
- An email containing your Login ID and a password reset link will be sent to your Groupwise email address. When you receive the email, click on the link provided or copy and paste it into the address bar of your browser to access the screen to reset your password. This link is time sensitive and will expire if you do not activate it in a timely manner. If it expires, click on the [Forgot your Login/Password?](#) link for another email to generate an active link.
- Follow the remaining steps to reset your password and gain access to your account without delay.



SKYPORT

- Upon logging in, the first view is of the SkyPort Dashboard. It is a customizable area providing quick access to specific elements of information in the form of widgets. These widgets are provided by the District for your selection to use as desired. Look for more widgets to become available for selection in the future. The use of this area is NOT required to access your account.
- In the Jump to Other Systems section, select the available application to launch. The applications available for selection depend upon the user's roles within Skyward.
- Click on Select Widgets to add or delete available widgets from dashboard. Not all users will have access to the same widgets. The widgets available for selection depend upon the user's role within Skyward.
- To move a widget to a different location on the screen, click on the header of the widget, hold the mouse button while you drag the widget to a new location and release the button.
- Click Reset Tabs at any time to return the dashboard to the default District settings.

Example of Skyward User's dashboard with the District Information and District Links widgets selected.

