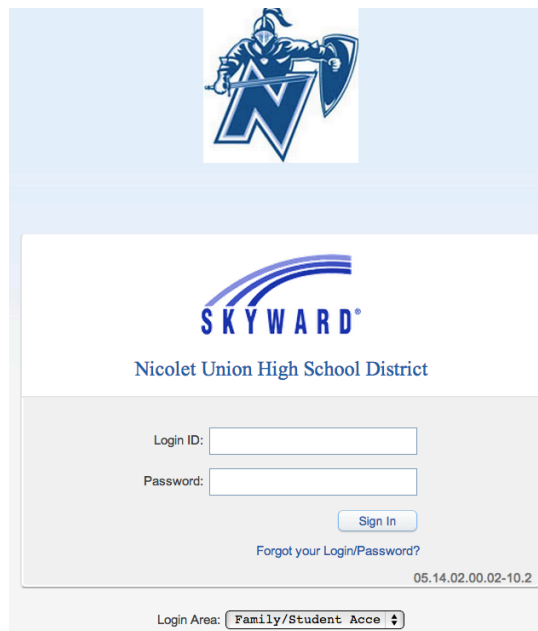




Welcome to Skyward Family Access



Family Access User's Guide

Nicolet High School
6701 N. Jean Nicolet Rd.
Glendale, WI 53217

For questions not answered in this manual, call 351-7530



Introduction to Family Access For Nicolet High School

What is Family Access?	<p>Family Access is a web-based service that empowers parents/guardians and students to view school-related information anywhere they have access to the Internet. Information available online includes:</p> <ul style="list-style-type: none">• Calendar information with assignment, attendance and message information• Preferences for how you'd like to be contacted• Detailed gradebook information• Messages posted by the principal and teachers• Attendance records by data and types of attendance• Student schedule• Food service balance, payments and purchase history• Fee management• Login history
Information Source and Security	<p>The information in Family Access is “real time” based on the data in the district’s Skyward Student Information System. Please keep in mind that grades are fluid and can change daily/weekly as the teachers add assignments and grades to the system. Please allow up to 5 days after the due date for most assignments to be posted in the gradebook (larger assignments and projects may take longer).</p> <p>Family Access is a password protected site intended for use by the specific user to which the account was issued. PLEASE KEEP YOUR USER NAME AND PASSWORD CONFIDENTIAL to avoid unauthorized use of your account. Each parent and student will be issued a unique user name and password. Parents have different levels of access and different types of information than what students will have. It is important that you use the account that was created for you. Other industry standard security measures are in place to ensure that information and credit card transactions are done securely and safely.</p>
System and Internet Browser Requirements	<p>Family Access will run on Chrome, Internet Explorer, Firefox and Safari web browsers and with Mac OS 10.6 or newer and Windows Vista or newer operating systems.</p> <p>There is also a Skyward Mobile app for iOS and Android devices.</p>



Getting Started

User Name and Password

A user name and password are required to use Family Access. Your user name and password will be mailed to you at the beginning of each school year. If you registered for school after the beginning of the year, it should be provided to you when you are registering your student for classes at Nicolet. If you need to have the username and password resent to you, please send an email to Angela.Mehrtens@nicolet.us in our Student Services office.

Logging In

Follow these steps to login to the system:

- Open your internet browser (Chrome, Internet Explorer, Firefox, Safari)
- Go to Nicolet's web page at <http://www.nicolet.us>
- Click on **Skyward** icon
- Click on **Family Access Login**
- Enter your unique **username** and **password**
- Click the **login** button

The screenshot shows the login interface for the Skyward system. At the top center is the Nicolet logo, a knight with a sword and shield. Below it is the Skyward logo, which consists of a stylized rainbow above the word 'SKYWARD'. Underneath the Skyward logo is the text 'Nicolet Union High School District'. The main login area is a light gray box containing two input fields: 'Login ID:' and 'Password:'. To the right of the Password field is a 'Sign In' button. Below the input fields is a link that says 'Forgot your Login/Password?'. At the bottom right of the login area, the version number '05.14.02.00.02-10.2' is displayed. At the very bottom of the page, there is a 'Login Area:' label followed by a dropdown menu showing 'Family/Student Acce'.



Navigating Family Access

Navigation Fields/Links

The navigation links below will be available to you on any Family Access screen you see. Use these links to quickly navigate through the system.

1. For families with multiple Nicolet students, use the Student pull down menu to select the student for whom you wish to view information.
2. Use the My Account Info button to access information about your login and email.
- 3.
4. Use the tabs along the left side to verify student information, view student forms, and view items such as the calendar, gradebook, attendance and so on.
5. The center section contains current messages as well as indicators if you have forms that need to be completed.
6. The right column contains upcoming events for your child(ren).
7. The District Links will provide easy access to sites for parents/students.
8. Please use the Exit button to logout of the system at the end of your session.

NOTE: If you are using a computer in a public place such as the library or some other shared computer, be sure to exit so the next user of the computer is not able to see your Family Access information.

The screenshot shows the Family Access web interface. The top navigation bar includes the Skyward logo, 'Family Access All Students' with a dropdown arrow (1), 'Parent Name My Account' (2), 'Contact Us', 'Email History', 'Report History', and 'Exit' (7). A 'District Links' button (6) is on the right. The left sidebar (3) contains a 'Home' button and a list of navigation options: Verification of Student Information, Online Forms, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Fee Management, Portfolio, Skylert, and Login History. The main content area displays a 'NICOLET UPDATE 11-14-14' message (4) with 'IMPORTANT DATES!' and 'THANKSGIVING FOOD DRIVE' information. The right sidebar (5) shows 'Upcoming Events' and a 'Calendar' button.



My Account

You can use the My Account screen to do the following:

- View/update contact information (please provide your email address so we are able to contact you via email)
- Change your login name
- Change your password
- Choose to receive email notifications for attendance, grades above or below percentages of your choosing, receive daily, weekly or monthly progress reports and/or receive emails for low food service balances. NOTE: You must provide an email address to receive email notifications.

Click **SAVE** after making any changes.

The screenshot displays the 'My Account' page in the Family Access system. The navigation bar at the top includes 'Parent Name', 'My Account' (highlighted with a red arrow), 'Contact Us', 'Email History', 'Report History', and 'Exit'. The main content area is divided into several sections:

- Account Settings:** Includes fields for Email, Phone (with area code 414), and Cell (with area code 414). There are also checkboxes for 'Show Google™ Translator in Family Access', 'I'm Using a Screen Reader', and 'Outline Links When Focused'. The 'Family Access Login' and 'Password Last Changed' (07/23/2011) are also visible.
- Address (Mailing Address):** Includes fields for Street Number, Street Dir (N), Street Name, SUD, #, P.O. Box, Address 2, Zip Code, Plus 4, City/State, and County. An 'Address Preview' window is also present.
- Email Notifications:** Includes checkboxes for receiving notifications by Email, Grading Emails, Progress Report Emails (with options for Daily, Weekly, or Monthly), and Food Service Balance emails.

On the right side of the page, there are buttons for 'Save', 'Change Login', 'Change Password', and 'Undo'. The 'Change Login' and 'Change Password' buttons are circled in red. A green checkmark is visible next to the 'Save' button.



Verification of Student Information

The red alert icon in the center column of your home screen indicates that basic demographic information about the student and family has not been updated/verified. There will be a separate link for each student in the family.

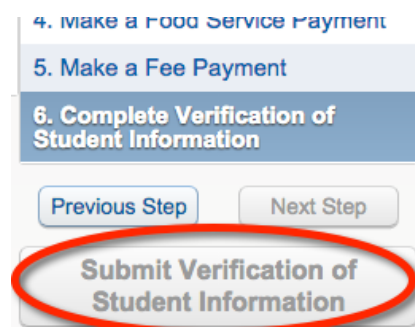
After clicking “Verification of Student Information ” you will see a menu on the right of the screen. **Click on each section** and subsection to verify information and add/change any updated information. As you finish each step, **click the box to indicate you have completed the step**, even if no new information was added.

I have completed this step

Not all sections are required. For instance, the Food Service Payment is optional. Optional fields will have a slightly different completion message as shown below. You will still need to **check the box**.

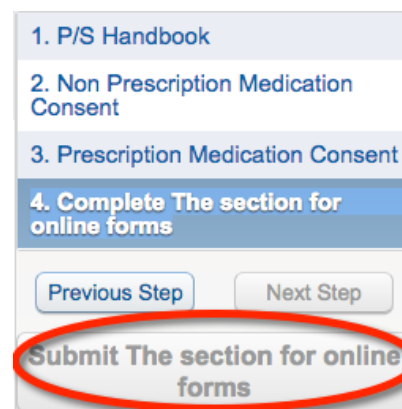
I have completed this (optional) step

After marking each step complete, click the “Next Step” button. After completing the individual sections, the final step (step 6 in this instance) will show you an overview of the status of your data. **Click** the button titled “Submit Verification of Student Information” when you are done verifying the information.



Online Forms

Nicolet uses an online form to have parents/guardians certify they have received the parent/student handbook. This is a required step. If you did not receive a copy of the handbook it is available [online](#) or in the High School Office. Below the P/S Handbook step, you will see forms available granting permission to administer prescription and non-prescription medication. The medication consent forms are only needed if your child needs medication during school hours. Information on completing these forms is on the next page. If your child does not need medications during school hours, open steps 2 and 3 and mark both complete.



After completing steps 1-3 from the menu at the right side of your screen, step 4 will show you an overview of the status of your data. **Click “Submit the section for online forms”** after your information is complete.



Completing Consent Forms for Prescription and Non-Prescription Medications

Click on steps 2 and/or 3 from the Online Forms section, then click **Prescription/Non-Prescription Medication Consent** as appropriate.

Step 2. Non-Prescription Medication Consent

Non-Prescription Medication Consent ←

I have completed this (optional) step

1. P/S Handbook
- 2. Non-Prescription Medication Consent**
3. Prescription Medication Consent
4. Complete The section for online forms

Previous Step Next Step

Close and Finish Later

Click **No** to indicate the section is not yet complete.

Skyward

The form "Consent for Administering of PRN Non-Rx Meds" has not yet been completed.

Would you like to complete it now?

Yes **No**

Click **Add** to create a new consent form. You will need a separate consent form for each type of medication and for each child.

Add

Edit

Delete

Back

Enter information as indicated below and click **Save**. Click **Add** for each type of medication.

Consent for Administering of PRN Non-Rx Meds

Name: _____ Gender: **Male** Grad Yr/Grade: **2015/12** Other ID: _____

CONSENT FOR ADMINISTRATION OF PRN* NON-PRESCRIPTION MEDICATIONS DURING SCHOOL HOURS

IMPORTANT NOTICE - PARENTAL CONSENT

Non-Prescription drugs may be dispensed by designated school staff only after the parent/guardian has provided written consent and instructions for dispensing the drug to the building principal and/or school nurse. Medication must be supplied in the original packaging or container. If possible, these medications should be given at home.

(*PRN=when needed or necessary)

Student's Name: _____ Student's DOB: _____ **Tuesday** Student's Grade: **12**

Guardian's Name: _____

Home Phone: _____ Please call prior to giving my child any medication. Check if applicable **✓**

OTC Medication (Select 1): _____ **✓**

If Other, Describe: _____ **✓**

Dosage: **Per Package Directions.**

Time to be Given: _____ **✓**

If given on an "as needed" basis, please indicate under what circumstances medication is to be given please describe: _____ **✓**

Maximum characters: 65, Remaining characters: 65

School Year 2014-2015: _____ **★** Other Begin: _____ **★** Other End: _____ **★**

If designated staff to administer, I hereby release the Board of Education, its agents and employees, from any and all liability which may result from taking this medication.

Parent/Guardian: _____ **✓** Date: _____ **✓**

I understand that by typing my name in the above line, under My Secure Family Access Login, I am allowing the school to administer the above medication

Save

Print

Back

Select School Year OR Enter Specific Start and End Dates

Click **Back** and then click to indicate you have completed this (optional) step.

Add

Edit

Delete

Back

I have completed this (optional) step



Calendar

The calendar gives you an option of showing three types of information:

- Absences/Tardies
- Gradebook Assignments & Grades Earned
- Calendar events such as Advisory days, early release days and days with no school

Click **Calendar Display** for options on the type of information you wish to show on your calendar. If you have more than one child at Nicolet, you may wish to set different colors for each child so it's easy to tell whose assignments you are viewing.

Family Access

Parent Name My Account Contact Us Email History Report History Exit

SKYWARD

If you have more than one child at Nicolet, choose all students or choose the one whose calendar you wish to view.

November 2014

Calendar Display

Default Calendar View: Month

Hide Saturday and Sunday on the Calendar

Show District-wide Activity Events

Show District-wide Field Trips

Select Student Events and Colors: ?

Click on a color block below to show an event on the Calendar and customize the color.

Child 1

Absences/Tardies Gradebooks Assignments Tests Teacher Conferences

Lunch Menu Field Trips Calendar Events

Child 2

Absences/Tardies Gradebooks Assignments Tests Teacher Conferences

Lunch Menu Field Trips Calendar Events

Save

You can see from the calendar above that daily assignments will show up on dates they were due and absent and/or tardy marks are included too. Click on a grade or attendance mark to view more information about that item.

When teachers enter assignments in their gradebook in advance of the due date, the assignment and any details they have included in the gradebook, will be visible on your calendar so you can help your student stay on top of upcoming assignments and tests. Teachers are encouraged to enter large assignments and tests early so parents and students can plan for upcoming due dates and test dates.

5 6 7

Dia 1.2 (A-) HjVc1.2 práctica (A+) No School (400)

Quarter 2/Semester 1 Starts PrVc1.2 (F) No School (400)

Advisory/HR (400) Check overall organizati

Naming/Formu Ionic Naming Covalent Nam

Ionic Naming (A-)

When: Wed, Nov 5th, 2014

Class: CHEMISTRY ACC, Period 6

Teacher: Jeff Houck

Grade: A-

Show Assignment Details

School: Nicolet High School

Export to Personal Calendar



Gradebook

The gradebook will show current assignment information in real-time. Columns highlighted in yellow indicate the current term grades. **Please know that current term grades are not finalized until you see them printed on a report card in Family Access after the quarter or semester has ended.** Grades that have been printed on a report card will appear in bold font type.

Missing assignments will be highlighted at the top.

Click **Display Options** to enable the ability to see scores for the five most recent assignments in each class in addition to term grades.

Click on a term grade to view the assignments and scores.

After clicking the term grade, you will see a view similar to this. Notice the icons for special codes and comments. Click the icon to reveal more information.

Click the assignment title to view more information about the assignment.

Gradebook

Nicolet High School

In general, grades will be posted for assignments within five days of the due date. If assignments may not be noticed in the grade book, students should speak to teachers.

Missing Assignments exist for (Show All)

has 1 missing assignment:
Due: 09/23/2014 Elements and Principles Review, DRAW/DESIGN

Class Grades

(Nicolet High School) Display Options | GPA

Class	Q1	Q2	SE1	S1	Q3
GLOBAL HIST ACC Period 1 (7:23 AM - 8:10 AM) Phyllis Santacroce	B+			B+	
ALGEBRA 2 ACC Period 2 (8:15 AM - 9:02 AM) Kathy O'Connell	C	F		D	
DRAW/DESIGN 1 Period 3 (9:07 AM - 9:54 AM) Becky Schmidt	B-	A+		A-	

Q1 Progress Report

(Nicolet High School)

CHEMISTRY (Period 1) Kelly Pierzchala

Summary

Q1 Grade (09/02/2014 - 11/04/2014)

B- 128.95 out of 158

Due	Assignments	Points Earned	Grade	Missing	No Count	Absent
	Assignments	23.2 out of 25	A-			
10/20/14	Chemical Formula Practice	4 out of 4	A+			
10/13/14	ion warm up	4.3 out of 5	B			
10/09/14	Atom/ion check	5.9 out of 6	A+			
09/23/14	Atomic structure practice	5 out of 5	A+			
09/09/14	Experimental Design	4 out of 5	B-			
09/05/14	Signed Syllabus	* out of 0				
09/05/14	Lab Safety Contract	* out of 0				
	Labs	8.75 out of 13	D+			
10/30/14	Ionic vs covalent lab	2.75 out of 3	A-			
10/24/14	ion lab	3 out of 3	A+			
09/23/14	Isotope lab - last page	2 out of 4	F			
09/17/14	Density of penny lab	1 out of 3	F			
	Quizzes	9 out of 16	F			
09/18/14	Quiz	9 out of 16	F			
	Tests	88 out of 104	B			
10/27/14	Periodic Table/ion test	45 out of 52	B			
09/29/14	Atomic Structure Test	43 out of 52	B-			

Helpful Hint: When looking at the gradebook, look at category headings and grades to see where your child is doing well and where to focus on improvement. In the case above, the student is doing well on assignments (A-) and tests (B), but is doing poorly on labs (D+) and quizzes (F). The Quarter 1 grade of B- is not a bad grade, but there are two key areas the student could focus on in order to improve his/her grade.



Attendance

Click the **Attendance** tab to view attendance for your child for the marking period and/or year.

Date	Attendance	Period	Class
Mon Nov 17, 2014	Tardy	8	LIFETIME FITNESS
Thu Oct 9, 2014	Tardy	8	LIFETIME FITNESS
Fri Sep 12, 2014	Excused Absence (Family Reason)	1	CHEMISTRY

Click **Period** in the upper right corner to view a chart of the number of periods your child has missed in the current marking period and year-to-date.

When looking at the Year-to-Date totals for Excused and Unexcused absences, the count of days absent is based on the number of periods on a given day, the student misses. If the student misses between one and three periods of the day, it will count as a half day. If the student misses four or more periods, it is considered a full day.

Student Information

The student information screen will show general demographic and contact information we have on file about you and your student.

1. Click on **“Request Changes for (student name)”** in the upper right corner if there’s basic information you wish to change.
2. Pull down to the category of information you wish to change.
3. Make the changes in areas with white backgrounds and click **Save** when done. Fields that have light gray backgrounds cannot be changed with this process. Those changes would need to be requested through [Angela Mehrtens](#) in our student services office.



If there is additional basic information that needs to be modified, please email Angela.Mehrtens@nicolet.us with your name, the student name and the information you wish to have changed. Changes may not happen instantaneously as some change requests may need to be examined manually before showing in Family Access.

Food Service

The food service link provides account balance, payments made, and information about specific purchases each day. In addition to being able to view the payment history, you have the option of making an online payment. Payments for food service and school fees can be made online. Please know that there may be a transaction fee assessed for each online payment.

Food Service

Home | Verification of Student Information | Online Forms | Calendar | Gradebook | Attendance | Student Info | **Food Service** | Schedule | Fee Management | Portfolio | Skylert | Login History

Current Account Balance
Family: \$18.75
Lunch Type: Paid

Today's Lunch Menu | [Lunch Calendar](#)
No lunch menu details are available for the current date.

Weekly Purchases For: Sun Nov 9, 2014
[Previous Week](#) | [Next Week](#)

(Nicolet High School) | **Week Total: \$7.25**
Key Pad Number:

Item	Price
Sun Nov 9, 2014	
No purchases for this date.	
Mon Nov 10, 2014	
ROCKYS	\$3.50
Total	\$3.50
Tue Nov 11, 2014	
Poptart	\$1.25
Total	\$1.25
Wed Nov 12, 2014	
No purchases for this date.	
Thu Nov 13, 2014	
Poptart	\$1.25
Total	\$1.25
Fri Nov 14, 2014	
Poptart	\$1.25
Total	\$1.25
Sat Nov 15, 2014	
No purchases for this date.	

Food Service Messages/Links
(Nicolet High School)
We encourage parents to have conversations with their student(s) regarding purchases in the cafeteria.

(Nicolet High School) | [View Totals](#) | [Make a Payment](#)

Payment Date	Payment	Check #
Sun Oct 26, 2014	\$50.00	VIA WEB
Thu Sep 25, 2014	\$25.00	VIA WEB
Mon Sep 1, 2014	\$25.00	VIA WEB

Click to make a payment with RevTrak.

After clicking **Make a Payment**, you will be prompted to enter the amount you wish to add to the account and then click **Pay with RevTrak**. If you do not have a RevTrak account, you'll be prompted to create one. Otherwise use your existing account to add funds to the food service balance.

Make a Payment

Prior Year Balance: \$0.00
+ YTD Payments: \$0.00
- YTD Purchases: \$5.50
= Current Balance: \$-5.50

Payment Amount:

[Pay with RevTrak](#)



Schedule

The student's class schedule can be displayed by current term or by current year. The schedule includes the period, meeting time, room location, course and teacher name and a link to each teacher's web page.

Click **Display Options** to toggle between viewing the current term and the current year.

Click **Print Schedule** to have a printable copy of the schedule.

Schedule						
Home Verification of Student Information Online Forms Calendar Gradebook Attendance Student Info Food Service Schedule Fee Management Portfolio Skylert Login History	Currently Scheduled Class: <input type="text"/> no scheduled classes today.					
	Peter (Nicolet High School) Display Options Current Year <i>The current term is highlighted.</i>					
	2014 - 2015 Print Schedule	Term 1 (09/02/14 - 11/04/14)	Term 2 (11/05/14 - 01/23/15)	Term 3 (01/24/15 - 03/27/15)	Term 4 (03/28/15 - 06/11/15)	
	Period 1 (7:23 AM - 8:10 AM)	GLOBAL HIST ACC Phyllis Santacroce MTWRF Room F119	GLOBAL HIST ACC Phyllis Santacroce MTWRF Room F119	GLOBAL HIST ACC Phyllis Santacroce MTWRF Room F119	GLOBAL HIST ACC Phyllis Santacroce MTWRF Room F119	
	Period 2 (8:15 AM - 9:02 AM)	ALGEBRA 2 ACC Kathy O'Connell MTWRF Room F225	ALGEBRA 2 ACC Kathy O'Connell MTWRF Room F225	ALGEBRA 2 ACC Kathy O'Connell MTWRF Room F225	ALGEBRA 2 ACC Kathy O'Connell MTWRF Room F225	
	Period 3 (9:07 AM - 9:54 AM)	DRAW/DESIGN 1 Becky Schmidt MTWRF Room D109	DRAW/DESIGN 1 Becky Schmidt MTWRF Room D109	DRAW/DESIGN 2 Becky Schmidt MTWRF Room D109	DRAW/DESIGN 2 Becky Schmidt MTWRF Room D109	
	Period 4 (9:59 AM - 10:38 AM)	RESOURCE PERIOD William Shuster MTWRF Room D017	RESOURCE PERIOD William Shuster MTWRF Room D017	RESOURCE PERIOD William Shuster MTWRF Room D017	RESOURCE PERIOD William Shuster MTWRF Room D017	
	Period 5 (10:39 AM - 11:26 AM)	BIOLOGY Stephanie Deering MTWRF Room F216	BIOLOGY Stephanie Deering MTWRF Room F216	BIOLOGY Stephanie Deering MTWRF Room F216	BIOLOGY Stephanie Deering MTWRF Room F216	
	Period 6A (11:31 AM - 12:18 PM)	PERS WELL PE Megan Lund M W F Room Gym2	PERS WELL PE Megan Lund M W F Room Gym2	PERS WELL PE Megan Lund M W F Room Gym2	PERS WELL PE Megan Lund M W F Room Gym2	
		PERS WELL HLTH Megan Lund T R Room D11	PERS WELL HLTH Megan Lund T R Room D11	PERS WELL HLTH Megan Lund T R Room D11	PERS WELL HLTH Megan Lund T R Room D11	
Period 7 (12:53 PM - 1:40 PM)	SPANISH 1 Ann Riordan MTWRF Room D026	SPANISH 1 Ann Riordan MTWRF Room D026	SPANISH 1 Ann Riordan MTWRF Room D026	SPANISH 1 Ann Riordan MTWRF Room D026		
Period 8 (1:45 PM - 2:32 PM)	ENGLISH 9 ACC Jaime Dowski MTWRF Room D122	ENGLISH 9 ACC Jaime Dowski MTWRF Room D122	ENGLISH 9 ACC Jaime Dowski MTWRF Room D122	ENGLISH 9 ACC Jaime Dowski MTWRF Room D122		
Period 10 (9:59 AM - 10:34 AM)	ADVISORY Donald Cramer MTWRF Room F221	ADVISORY Donald Cramer MTWRF Room F221	ADVISORY Donald Cramer MTWRF Room F221	ADVISORY Donald Cramer MTWRF Room F221		



Fee Management

Fee Management is the place where you will see fees that are charged for things like school activities, required registration fees and material fees. You will see the current unpaid balance at the top and columns for amount charged, amount paid and amount due. You will also see tabs for **View Fees**, **View Payments**, **View Totals** and **Make a Payment**.

Fee Management								
Unpaid Balance								
0.00								
View Fees View Payments View Totals Make a Payment								
School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Payor Name	Pay Plan ID	
2015	Fri Aug 3, 2012	YEARBOOK	70.00	70.00	0.00			
2015	Tue Aug 21, 2012	NEW STUDENT LOC	5.00	5.00	0.00			
2015	Tue Aug 21, 2012	REQUIRED TECHNO	15.00	15.00	0.00			
2015	Tue Aug 21, 2012	REQUIRED STUDEN	25.00	25.00	0.00			
2015	Tue Aug 21, 2012	REQUIRED ASSIGN	8.00	8.00	0.00			
2015	Tue Aug 21, 2012	REQUIRED ATHLET	6.00	6.00	0.00			
2015	Tue Aug 21, 2012	REQUIRED THEATR	20.00	20.00	0.00			
2015	Tue Aug 21, 2012	REQUIRED STUDEN	3.00	3.00	0.00			
2015	Tue Aug 21, 2012	REQUIRED KNIGHT	5.00	5.00	0.00			
2015	Tue Aug 21, 2012	REQUIRED STUDEN	2.00	2.00	0.00			

Click **Make a Payment** to pay the fees online with a credit card using a secure site. Please see the instructions on the next page for information on making online payments with a credit card.

Use the **Add Charges** button at the bottom to pay fees to join parent organizations, purchase a yearbook and/or contribute to the Foundation. After clicking on add charges, you will see the optional fees. Click **Add** next to each fee you wish to add. Click **Back** when you are done adding fees. Click **Pay with RevTrak** and proceed as prompted.

The screenshot shows two overlapping web browser windows. The top window is titled 'Make Online Payment' and shows a table with columns for School Year, Ent, Due Date, Description, Amount Charged, Amount Paid, Amount Due, Pay Charge, Pay Amount, and Remaining Balance. The bottom window is titled 'Add Fee Management Charge' and displays a table of fees that can be added to a student's account. The table has columns for Description, Amount, Entity, Schl Yr, Why would I add this fee?, Add Fee?, and Enrolled. There are four numbered callouts: 1. 'Click Add Charges' pointing to the 'Add Charges' button; 2. 'Select the charges you wish to add.' pointing to the 'Add' buttons in the table; 3. 'Click Back' pointing to the 'Back' button; and 4. 'Click Pay with RevTrak' pointing to the 'Pay with RevTrak' button.

Description	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?	Enrolled
General: BOOSTER CLUB	45.00	000	2015	Booster Club Membership - one membership per family allows free admittance to home athletic contests	Add	
General: LOCK REPLACEMENT	5.00	000	2015	Add this fee if for replacement only. Pick up lock in the HSO or at registration.	Add	
General: MEPA	15.00	000	2015	The MultiEthnic Parent Association promotes success among Nicolet's multi-ethnic student population.	Add	
General: NHS FOUNDATION	25.00	000	2015	The Nicolet Foundation uses funds for classroom enrichment and technology grants.	Add	
General: PERFORMING ARTS PATRON	25.00	000	2015	Your support will help our community & students in our band, choir, orchestra, and theatre arts.	Add	
General: PTSO	15.00	000	2015	The Nicolet Parent-Teacher-Student Organization sponsors many student activities during the year.	Add	
General: YEARBOOK	70.00	000	2015	Yearbook fee also includes DVD copy.	Add	



Portfolio

The portfolio section is where you will find report cards for each quarter and semester for your student. Click on the description to view the report card.

Portfolio - Attachments			
Home	Nicolet High School		
Verification of Student Information	Portfolio is not available for [redacted].		
Online Forms	Nicolet High School		
Calendar	Report Directory is not available for [redacted].		
Gradebook	[redacted]		
Attendance	Description	Type	Created
Student Info	2014/2015 Report Card Q1	Report Card	Tue Nov 11, 2014 3:36pm
Food Service	2013/2014 Report Card S2	Report Card	Mon Jun 30, 2014 12:01pm
Schedule	2013/2014 Report Card Q3	Report Card	Fri Apr 4, 2014 11:59am
Fee Management	2013/2014 Report Card S1	Report Card	Tue Feb 18, 2014 11:27am
Portfolio	2012-2013 Report Card Q1	Report Card	Wed Nov 20, 2013 7:28am
	2012-2013 Report Card Sem 2	Report Card	Wed Jun 19, 2013 8:24am
	2012-2013 Report Card Sem 2	Report Card	Tue Jun 18, 2013 1:17pm

Skylert

Skylert is a phone/text messaging program that Nicolet uses for general announcements throughout the year (such as late start reminders), attendance reminders on days when there is an unexcused absence and for emergency messages. The Skylert page enables you to see the current settings for how you prefer to have Nicolet contact you with some of these messages. Nicolet will always call for unexcused absences and emergency messages. Realize that in addition to phone calls, you can add phone numbers of mobile phones that have texting plans so you receive the messages as texts. *Normal text rates apply.*

1. Text boxes with a white background and most boxes for check marks can be edited to meet your needs.
2. Click **Save** when done with your changes.

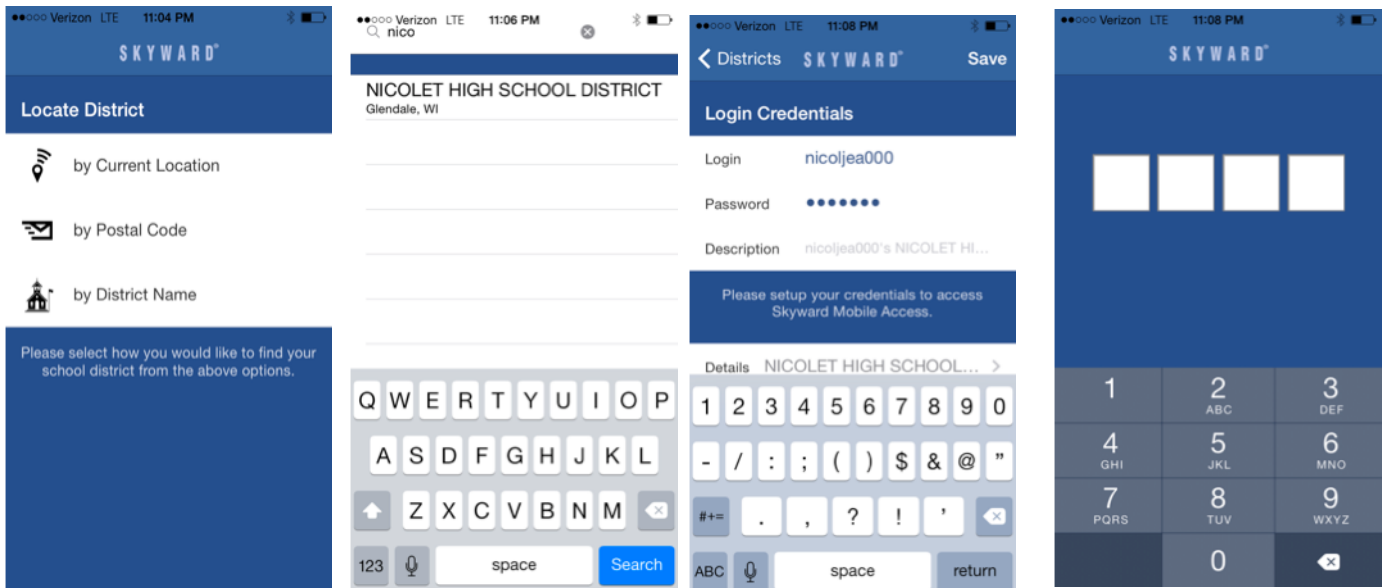
Home	Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.				
Verification of Student Information					
Online Forms	My Skyward Contact Info				
Calendar	Contact Info		Emergency	Attendance	General
Gradebook	*Primary Phone: (414) [redacted]	Family With [redacted]:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	[redacted] Phone: [redacted]	Family With [redacted]:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Info	Cell [redacted] Phone: (414) [redacted]	Family With [redacted]:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Service	Home Email: [redacted]	Family With [redacted]:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule	Additional Contact Info for Family With [redacted]				
Fee Management	Phone Numbers		Emergency	Attendance	General
Portfolio	Additional Phone 1: [redacted]		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skylert	Email Addresses		Emergency	Attendance	General
Login History	Additional Email 1: [redacted]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Additional Email 2: [redacted]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Text Message Numbers		Emergency	Attendance	General
	Phone 1: [redacted]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Phone 2: [redacted]		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



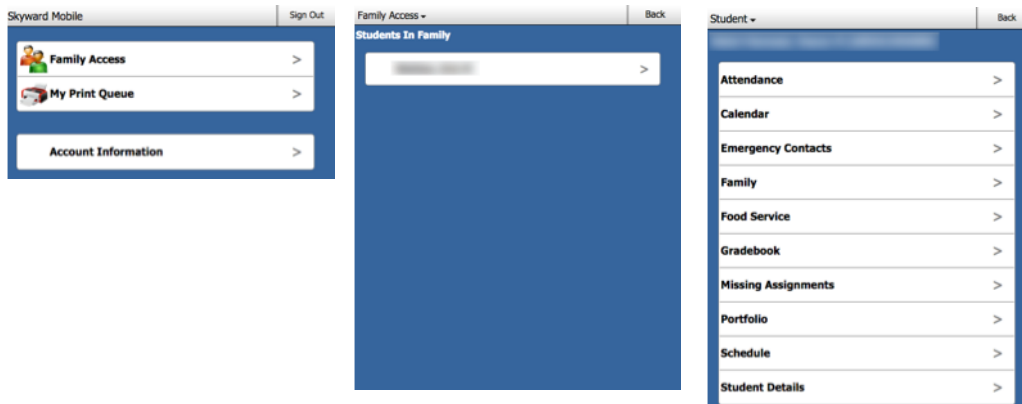
Using the Skyward Mobile Application

Skyward has a mobile app available to make accessing your Family Access account an easy task from your mobile device. Search the Apple [iTunes store](#) or [Google Play](#) for the Skyward Mobile Access app.

1. Install and launch the app.
2. Locate the district by name, postal code (53217) or current location.
3. Select Nicolet High School District.
4. Enter the login name and password provided to you from the district and press Save.
5. Enter a 4 digit security code of your choosing.
6. Confirm the 4 digit security code.



7. Choose **Family Access**.
8. Select your child's name.
9. Begin selecting from the categories of information.



10. Click **Back** to go back one screen. Click **Student** and then **Home** to get back to home screen.
11. Choose **Logout** to securely exit the app.