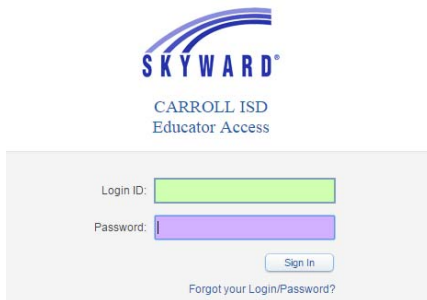


HOW TO UPDATE HEALTH INFORMATION IN FAMILY ACCESS

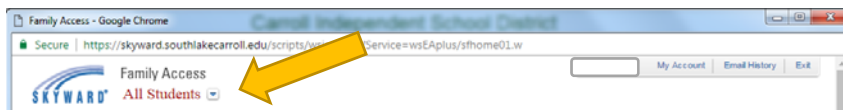
From the CISD Home Page, click on **Parent** then **Family Access**.



Enter your Login ID and Password.



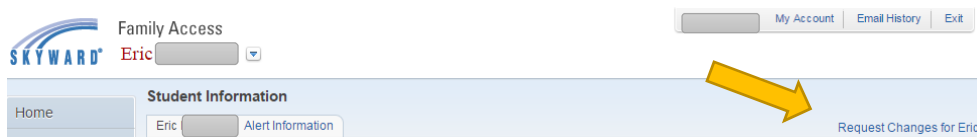
If you have more than one child in CISD, select the student whose record you would like to update.



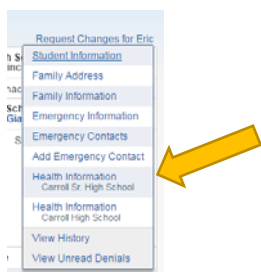
Next select **Student Info** from the menu bar on the left of the screen.



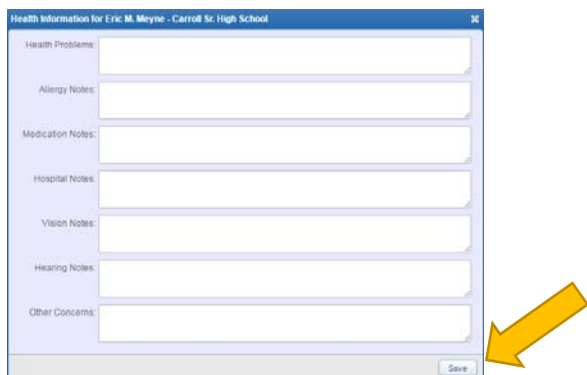
At the top right side of the screen, select **Request Changes**



From the Student Information drop down menu, select the type of information you would like to update, **Health Information**, for example.



Enter the new or updated health information in the appropriate text box & then press **Save**.



After you click **Save**, Skyward will send a notification to your child's school nurse, informing them that there has been an update in health information that is waiting for review. If you have a time sensitive or urgent update to share with your school nurse, it is recommended that you call her directly.