

# To Login to Skyward or Payments

## Username

The best way to login to both Skyward and/or Payment sections of the website is with your own personal Family Access login (do not login as your student to access parental features).

The format for your username is generally the same:

Use the first 5 letters of your last name, the first 3 letters of your first name and three 0's at the end (the number 0, not the letter).

For example: Bill Howley is converted to howlebil000

If your last name is fewer than 5 letters, enter spaces for the remaining spots.

For example: If your name is Joe Hut your username is hut joe000 (2 spaces). If your name is Joe Hutt your username is hutt joe000 (1 space).



## Passwords

In the case of Skyward and Touchbase, choose the password reset option if you have forgotten your password. The reset information will go to the email the District has on file for your username.

