Username or Password
SKYWARD is the secured Student Information System utilized by P. K. Yonge that also has a Family Access portal to view your child’s demographic and academic information. Before you can use Family Access you must have a Login ID and password. These can be obtained personally from the P. K. Yonge Main Office or Guidance Office by showing a Drivers License or picture ID for verification or by calling the Main Office (392-1554 X 0) or Attendance Office (392-1554 X 234). For security and privacy reasons, when calling, you will be asked some questions to assure your identity as the parent or guardian of the child.

Getting Started
The Family Access Portal can be accessed at:
https://sms.nefec.org/scripts/wsisa.dll/WService=wsPKYongeStu/skyportlogin.w

Once there, please bookmark the site or add it to your favorites for easy access. Your new username and password should work, but in the event you have a problem, please contact your child's school for assistance.

Logging In
When the login screen is displayed, enter your Login and Password. Click the Login button.
NOTE: The Login name is the first 5 characters of your last name (add spaces if last name has less than 5 characters) + the first 3 characters from your first name + a 3 digit number usually 000. If a space is indicated in your login, you must leave the space(s) when you enter your login. Examples: George Washington’s login would be WASHIGEO000; while Emma Chu’s would be CHU EMM000.

My Account Information
At the top right, My Account allows you to view and edit your personal contact information we have on file for the student selected on top of the screen. If any of your data is incorrect, corrections can be made here.

You may also set your preferences for email notifications regarding each child’s attendance, assignments and progress reports. It is important that this information be maintained and up-to-date.
Multiple Enrolled Students In Family Access
For families with more than one currently enrolled student, Family Access lets you select which child's information you wish to view. On the top taskbar of Family Access Calendar Screen is a Student Selection, which allows you to toggle back and forth between your students (if you have more than one in the system). By clicking on the drop-down box where your student's name appears, you will find a list of students in your family. If you have more than one student enrolled and you do not find all of your students' names under the drop-down box, please contact the Admissions Office at 352.392.1554 ext 262.

Home
Upon logging in, you will first see the HOME screen, which will display email messages to you from school administrators and/or teachers. These emails will contain pertinent school information, news, meetings and events.

Calendar
After logging in, the first Family Access screen is the Home, which displays any new messages from the administration and/or your child's teachers. The Calendar screen displays dates with assignments, quizzes, attendance events and school calendar events. You can click on dates and highlighted links for more detailed information. To the left of the screen is the main menu.

Attendance
The Attendance page gives you a visual look at the attendance record for your child. You can view both excused and unexcused absences, tardies, and other attendance notes (such as missing part of the day). To see attendance activity by term, select the Term Totals tab.

Student Info
This screen displays the Student Information we have on file for the selected student. If any of this data is incorrect, click on the Request Changes for (Child’s name) link at the top right to select an area to update and then submit a request. Updatable areas include Student Information, Family Address, Family information, Emergency Information, Emergency Contacts, and some Health Information. It is very important that the child’s information be maintained and up-to-date.

Gradebook
The Gradebook section of Family Access allows viewing of assignments and grades in each of your child's subjects. The Gradebook screen is divided into 4 tabs:

- Progress Report - grades posted for your child by teachers in real time. Grades posted at the end of grading terms and end of semesters are the only accurate grades. These grades reflect all assignments that have been turned in and graded during that grading term.
- Missing Assignments – student assignments that have not yet been marked as complete. Teachers have a limited amount of time per day to prepare for classes and grade assignments, so it may take several days for a teacher to grade assignments and enter the grades in Gradebook. In some cases, you may not see grades for assignments until close to the end of the grading term. Please check with your child first when you have questions about missing assignments.
- Teacher’s Log
- Comments - teacher comments from the last grading cycle.

Schedule
The Schedule page shows your child’s schedule including the class, teacher, room number, and contact information. It also includes the credits for any class that earns high school credit.

Test Scores
Student Assessment performance scores are viewable here.

Fee Management
This screen will display records of your child’s PKY Activity Fees payment or balances due.

Activities
Activities the student participates in are viewable here. Note: this area will only display those activities whose coach or sponsor have elected to utilize this resource and therefore may not include every school activity or group in which your child participates.

Portfolio
Skyward Gradebook Family Access Instructions

The Portfolio will contain important documents, records and report cards, which may be viewed or printed if needed.

Teacher Conferences
Skyward provides teacher the option of setting up conference days and times which allows parents to select a desired and available time slot on this screen.

Skylert
Skylert is P. K. Yonge’s parent/guardian messaging system. It is capable of broadcasting a phone call, text message or email message to all 1300+ families in a matter of minutes. It is a critical link, and sometimes the only link to providing important information and notifications to families. The Emergency categories are self-explanatory. The General category will include, but not limited to, items like meetings, event cancellations or changes, weather related cancellations or changes to scheduled events, athletic events or practices. This screen allows the parent to edit their contact preferences for Skylert only and does not change your Skyward information which can be changed in My Account.

Health Info
Your child’s information can be viewed on this screen.

Login History
The Login History page lists recent dates and time of your login history to your Family Access Account.