

## Student Instructions

- 1) Log into Skyward using the Network Username and password. and select: "Endorsement" menu option on the left.
- 2) Select the option: Declare an Endorsement.

Home	Endorsements				
Calaadaa	Declared		Achieved		
Calendar	Endorsement	Option	Endorsement	Option	
Gradebook	2 Declare an Endorsement		No Achie	No Achieved Endorsements	
Attendance					
Student Info					
S 1 ule Encorsements	* Declared Endorsement: 3   Declared Option: 4   Signature Required   Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this Endorsement, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.   By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:   * I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.   * I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.   Signed By: Date Signed:				
Login History					

- 3) Choose your Declared Endorsement for the menu choices.
- 4) Select the Declared Option for that endorsement.
- 5) Read and Acknowledgment the E- Signature statement by choosing "I Agree".
- 6) Save the selections.

**NOTE:** After choosing your endorsement, the parent or guardian for the student can see the student's selection in Family Access, but cannot edit their choice as currently configured.

## Parent - VIEW the Selected Endorsement and Option

- 1) Log into Skyward using your Family Access username and password.
- 2) Choose the student for whom you wish to view the endorsement and options selected.
- 3) Click the "Endorsement" menu option on the left.
- 4) The selected choice and date of signature is shown.