

Retrieving Your Password in Skyward EA

To **retrieve** your password in Skyward Educator Access, follow these simple steps:

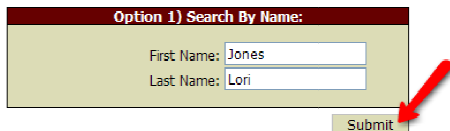
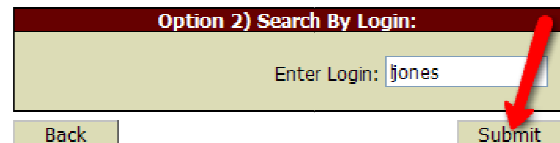


1. Click on **Skyward WEB Student icon** in your Novell Delivered Applications window.
2. *If you get the Certificate Error page, click the link that says, "Continue to this website."*
3. Select the **Forgot Login or Password? link**.



4. Choose **Option 1** (*search by first and last name*) or **Option 2** (*search by login*) and click **Submit**.

Enter the information requested below to retrieve your login and password.
The system will locate you and your login and password will be sent to you via e-mail.

A screenshot of the 'Option 1) Search By Name' form. It has a dark red header with the text 'Option 1) Search By Name:'. Below the header are two input fields: 'First Name: Jones' and 'Last Name: Lori'. A 'Submit' button is at the bottom right, with a red arrow pointing to it.A screenshot of the 'Option 2) Search By Login' form. It has a dark red header with the text 'Option 2) Search By Login:'. Below the header is an input field labeled 'Enter Login:' containing the text 'ljones'. A 'Submit' button is at the bottom right, with a red arrow pointing to it. A 'Back' button is also visible on the left.

5. Your password will be sent to you *via email*.