## Verify or Update Personal Email Cheat Sheet

## How to Verify or Update Your Personal Email within Family Access

The following document will walk through the process of logging into the **Family Access** portal to verify or update your personal **Email Address**.

1. Access the internet and navigate to <u>www.emsisd.com</u>. Proceed to select the **Family Access** tab located in the upper-right corner of the screen to get to the **Family Access** login page.



2. Use the Login ID field to enter your username and enter your Password in the field below. If you need assistance with logging in, please contact the Help Desk at (817) 847-2990 for login assistance. Click the Sign In button to log into the Family Access portal.

S K Y W A R D°
EAGLE MOUNTAIN SAGINAW ISD Student Management & Family/Student Access System
Login ID: Password:
Forgot your Login/Password?

## **Update Personal Email Cheat Sheet** Verify or Update Personal Email Cheat Sheet

 Please note, you may see messages on your Family Access wall. Teachers as well as Administration may be communicating <u>messages</u> here for you to view and students to view within their personal Student Access pages.

To proceed with verifying or updating your **Email Address**, select the My Account link displayed in the very upper-right corner of the screen next to your name.

Family Access SKYWARD All Students 💌	PETER GRIFFIN My Account Contact Us Email History Exit		
Home	Upcoming Events Calendar		

4. On the following screen, verify or update your **Email Address** under **Account Settings**. Update the field as needed and proceed to click on the **Save** button in the upper-right.

This will assure you that the system contains your **Email Address** for notifications being sent by **Teachers** or **Administrators** via email.

Account Set	tings				Save
Email:	peterg@pawtuck	(etbeer.com	]		Change
Phone:	(817) 555-258	8 Ext: 😽			Password
Cell •	(817) 555-246	5 Ext:	Family Access Login:	GRIFFPET000	Undo
Work •	(817) 555-778	3 Ext: 187	Password Last Changed:	02/13/2020	