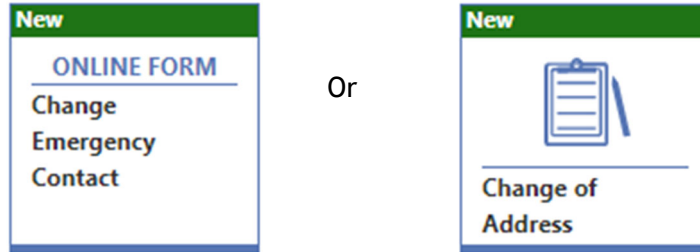


Updating Emergency Contacts or Address in Skyward

You can do this by completing the following steps:

1. Log into Skyward
2. On the Dashboard you should see the following tiles.



3. Click the tile and begin completing the form you want to update.

A screenshot of the 'Emergency Contact' form. At the top, it says 'Emergency Contact'. Below that is a progress bar with three steps: 'Instructions' (highlighted in dark blue), 'Step 1: Emergency Contacts', and 'Review'. Underneath the progress bar, there is a profile picture of a person and the name 'Test, Employee'. At the bottom left, there is a green button labeled 'Start >'.

4. Click start and complete the entry of your emergency contacts or address change.

Please only complete First Name, Last Name, Phone Type and Number Fields in the Emergency Contact Form.

A screenshot of the 'EMERGENCY CONTACT #3' form. It contains several input fields: 'First Name' (with an asterisk and highlighted in yellow), 'Middle Name', 'Last Name' (with an asterisk and highlighted in yellow), 'Relationship' (a dropdown menu), 'Allow Student Pickup' (a checkbox), 'Driver's License Number', and 'Comment' (a text area). On the right side, there are three rows of phone and email information. Each row has a 'Phone Type' dropdown (all set to 'Select Type'), a 'Number' field (the first one is highlighted in yellow), and an 'Extension' field. Below these are three rows of email information, each with an 'Email Type' dropdown (all set to 'Select Type') and an 'Email' field. At the bottom left, there is a green plus icon and the text 'Add Emergency Contact'.

PLEASE COMPLETE ALL FIELDS IN ALL CAPS

Physical Address · Old address will display here FREDERICKSBURG, TX 78624

Street Number

Street Directional and Name

Unit Unit #

*Zip FREDERICKSBURG, TX 78624 Zip Add On

Mailing Address · Old address will display here FREDERICKSBURG, TX 78624

Same as Physical

PO Box

Street Number

Street Directional and Name

Unit Unit #

*Zip Zip Add On

- Once your emergency contact(s) have been entered then click *Complete & Review*.

Complete & Review >

- Review the information you entered. If it is accurate, click confirm and then submit form.

I confirm that all of the above information is correct to the best of my ability.

< Previous

Submit Form >

- The changes it will be added within 48 hours.

Thank You!

Thank you for taking the time to update the emergency contact for your student; the approval process will take 48 hours.
Sincerely,
Fredericksburg ISD approve

To return to the dashboard, click [here](#).