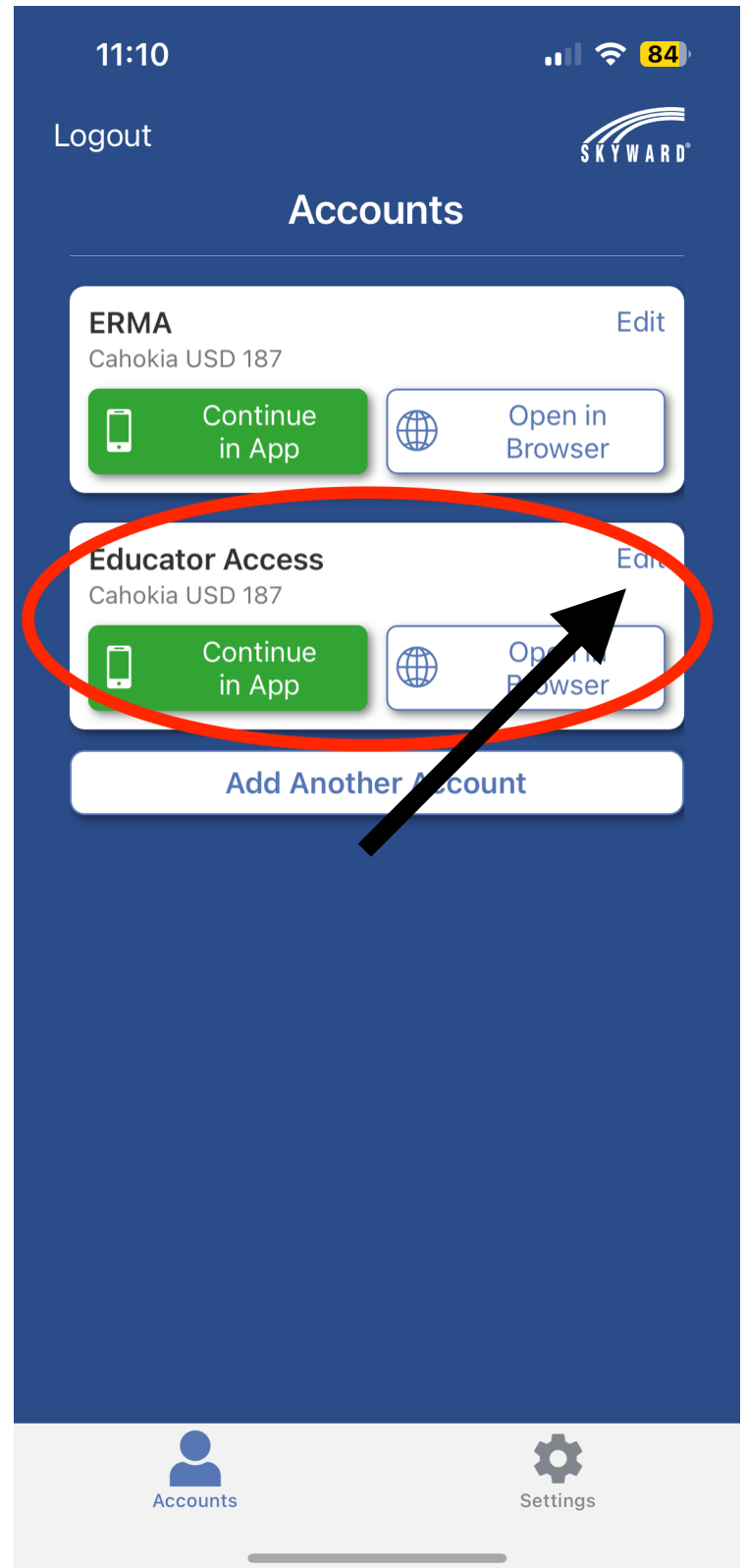


# How to Add the Skyward Educator Access Account on Mobile Devices

## Step One:

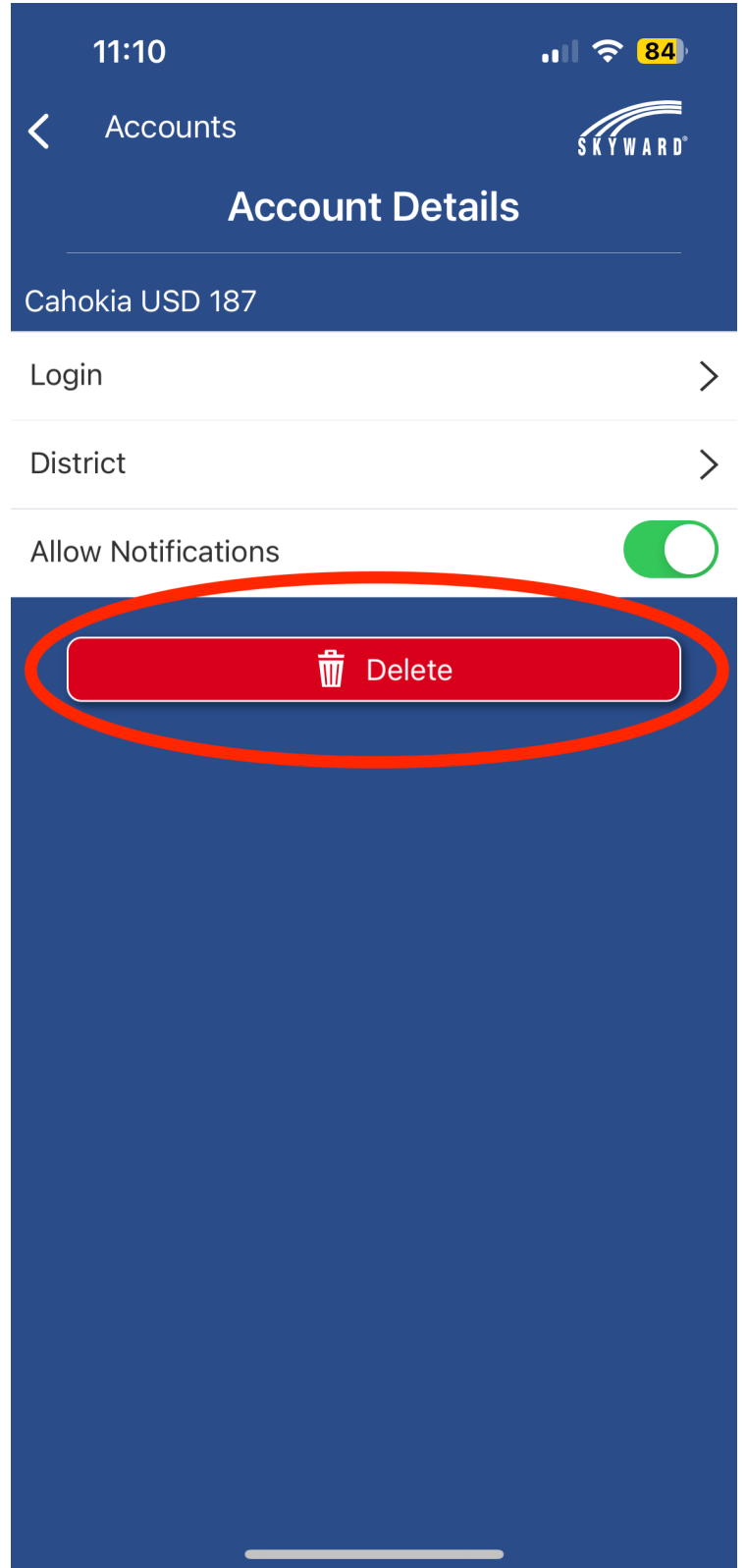
Open the Skyward mobile app and enter your 4-digit passcode.

Select the “**EDIT**” button in the top right corner of the account you want to delete.



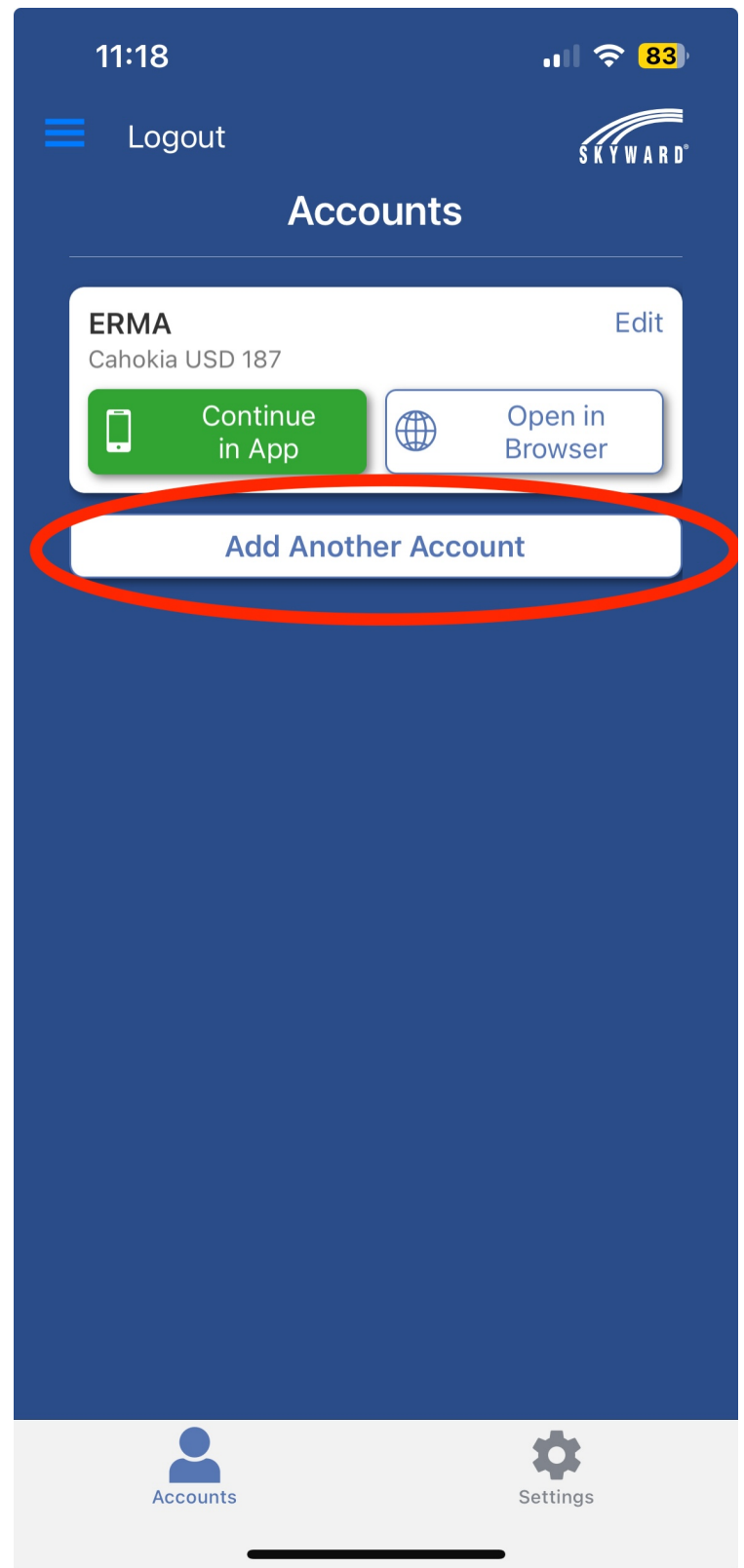
**Step Two:**

Select "DELETE"



### Step Three:

Select “Add Another Account” to add Educator Access/Student Records



#### Step Four:

In the search bar begin to type "Cahokia". "Cahokia USD 187" will populate for you.

Select our school district when it appears.

The image displays two screenshots of the Skyward mobile application interface, illustrating the process of adding an account.

**Top Screenshot:** The screen shows the "Accounts" section with a back arrow and the Skyward logo. Below the header is the "Add Account" section, which includes a "Locate Organization" heading and three input fields: "Name", "Current Location", and "Postal Code". A search bar is present below these fields, containing the text "Cahokia".

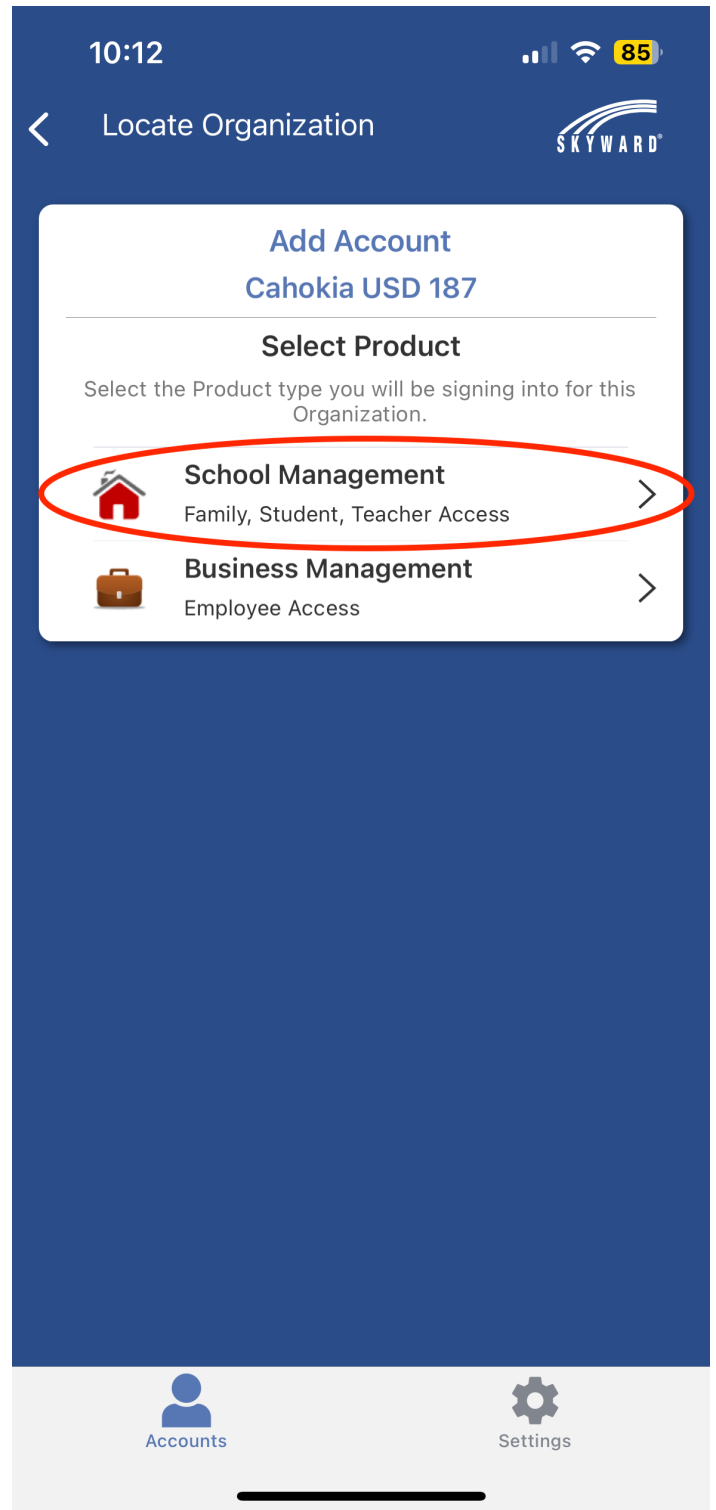
**Bottom Screenshot:** This screenshot shows the same "Add Account" screen, but the search bar now displays "Cahokia USD 187". Below the search bar, a list of search results is visible, showing "Cahokia USD 187" and "Cahokia, IL". A red arrow points from the search bar in the top screenshot to the search results in the bottom screenshot.

The bottom of the screen features a navigation bar with two icons: "Accounts" (a person icon) and "Settings" (a gear icon).

## Step Five:

Select **"School Management"**

**Note:** If you need to add ERMA, (Employee Access) you will select Business Management.



### Step Six:

Skip the top portion of the login. **Do not** enter your Login ID or Password.

Use the 2nd login option at the bottom of the page to log in to your account.

Type in a description title for the Educator Account.

Select “**Sign in with Google**” once entered.

10:12 85

< Select Product SKYWARD

Add Account  
Cahokia USD 187

Add Account

\*Login ID

\*Password  Show

\*Account Description

Add Account >

Forgot Login ID or Password?

OR

\*Account Description  
**For Example: “Student Access”**

Sign in with Google

Accounts Settings

## Step Seven:

Select “Continue in App” for the Educator Access account you just added.

Enter your complete district email address and then your password on the next page.

Follow the steps to 2-Factor Authentication.

Once complete you will have access to student records in Skyward.

