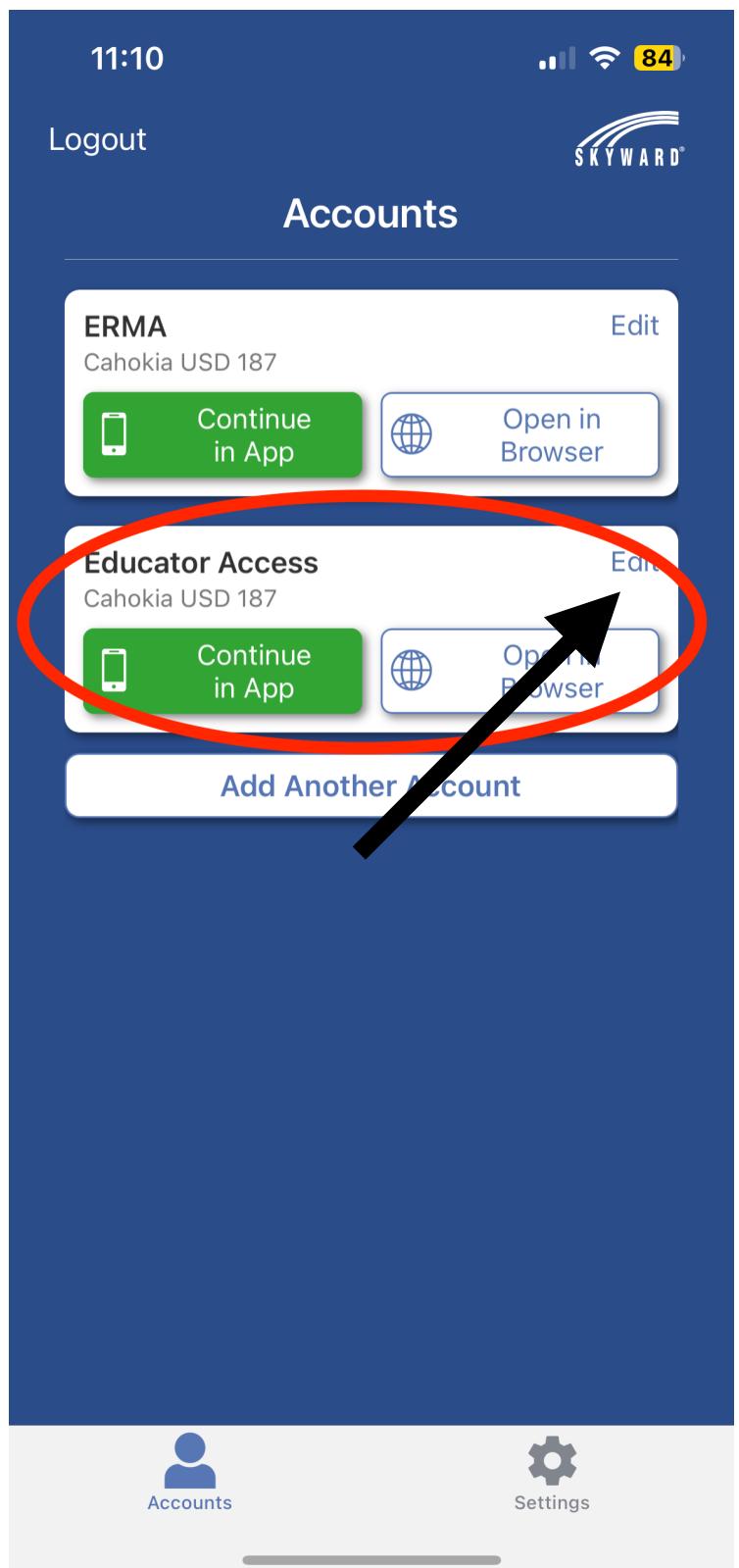


How to Add the Skyward Educator Access Account on Mobile Devices

Step One:

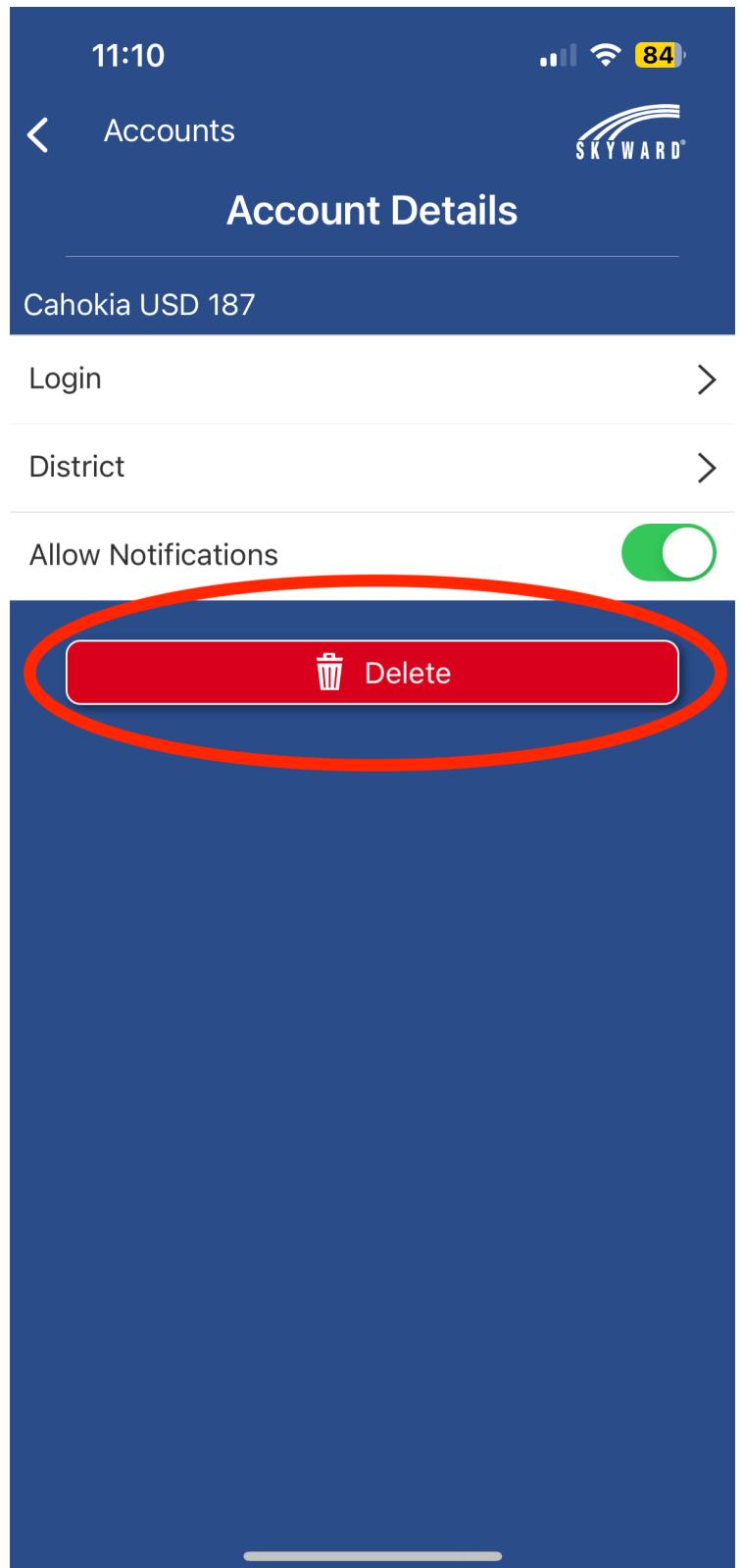
Open the Skyward mobile app and enter your 4-digit passcode.

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



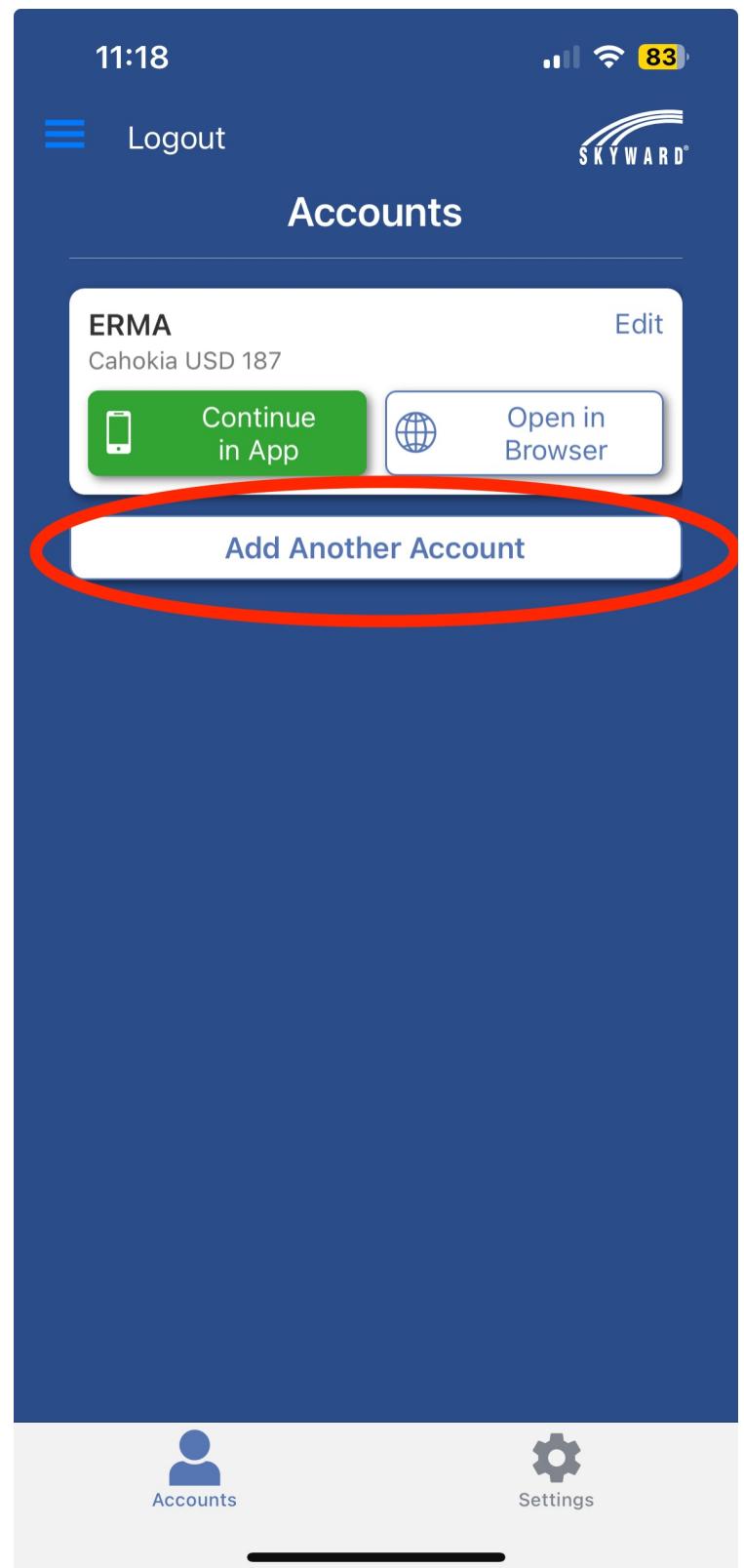
Step Two:

Select “DELETE”



Step Three:

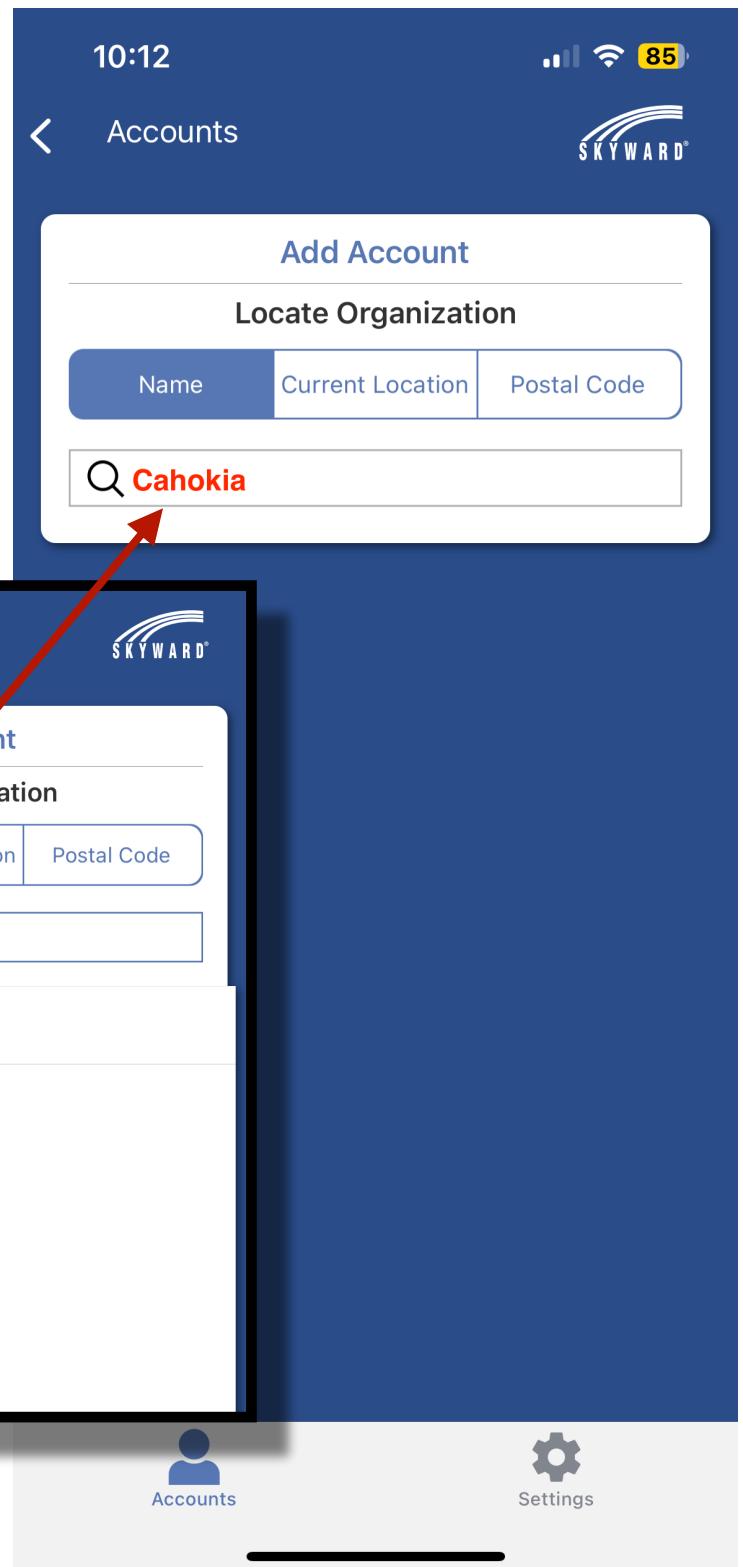
Select “Add Another Account” to add Educator Access/Student Records



Step Four:

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

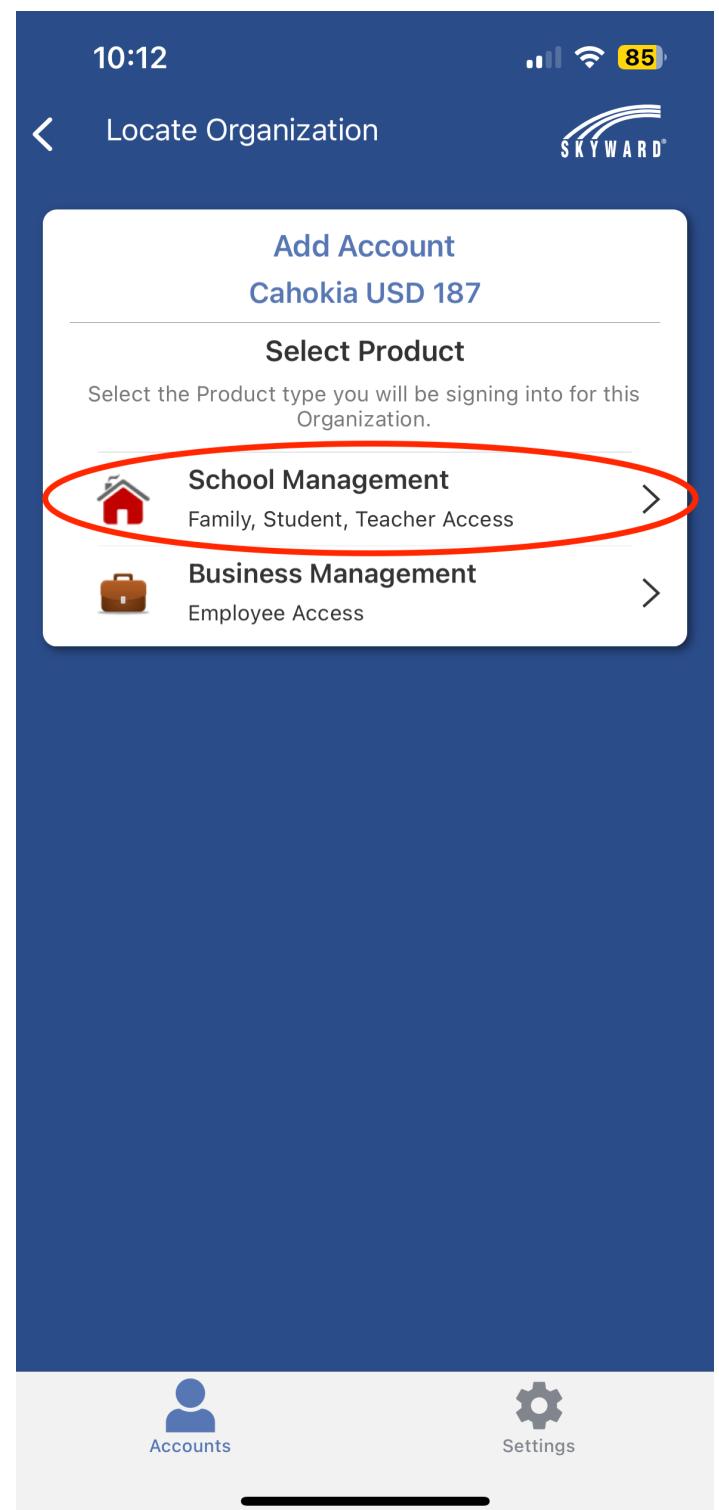
Select our school district when it appears.



Step Five:

Select “School Management”

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



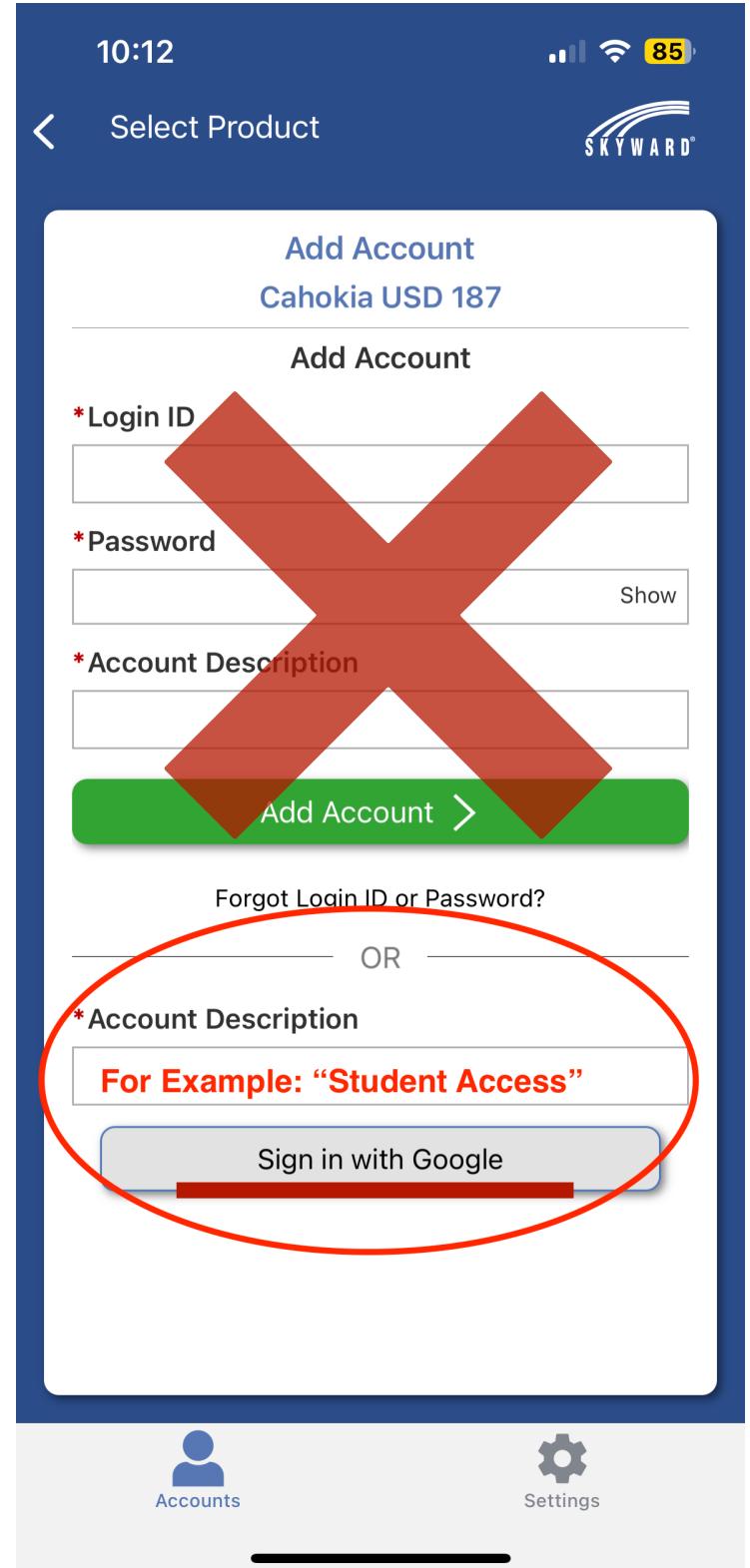
Step Six:

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.



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.

