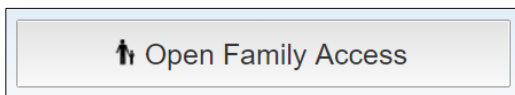


Viewing Report Cards in Family Access:

- Go to the Oconomowoc Area School District website:

www.oasd.k12.wi.us

- Mouse over the “Quick Links” box and select **Family Access** in the dropdown menu

The login page features the "SKYWARD" logo at the top, followed by "OCONOMOWOC AREA SCHOOL DISTRICT" and "Student". Below this is a login form with fields for "Login ID:" and "Password:", a "Sign In" button, and a link for "Forgot your Login/Password?". A version number "05.17.10.00.05" is visible in the bottom right. At the bottom, there is a "Login Area:" dropdown menu currently set to "Family/Student Access".

- If you forgot your log-in or password, click on the Forgot your Login/Password link and you will be notified by e-mail with your information:

A form with a light gray background. It contains a "Login ID:" label followed by a purple input field, a "Password:" label followed by a white input field, a "Sign In" button, and a link for "Forgot your Login/Password?".

Forgotten Login/Password Assistance

Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

Email or User Name:

E-sign your Student's Report Card

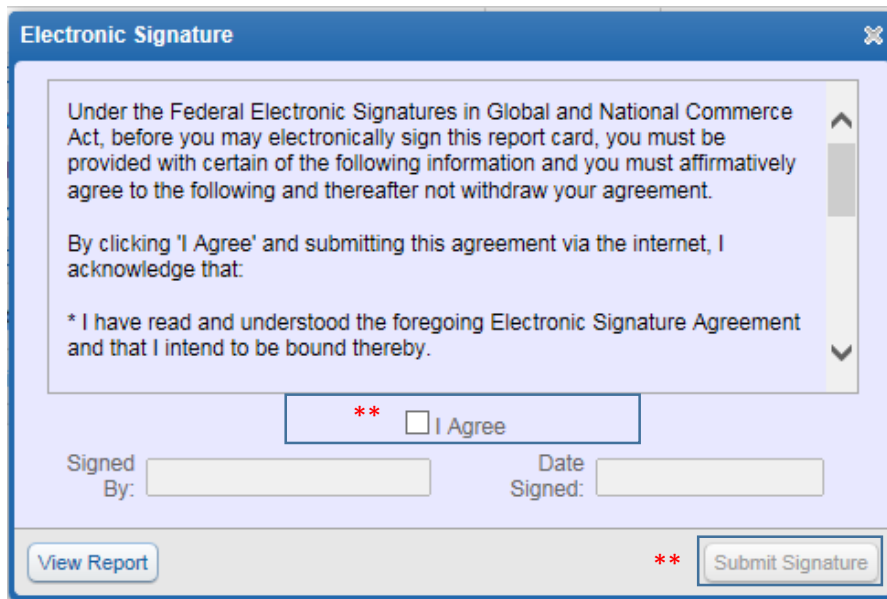
Click on the Report Card Box along the left side list

Portfolio / Report
Cards

Click on your Student's Report Card

Description	eSigned	Type	Created
Summit Report Card 2015-16 (12/04/15)	No	Report Card	Fri Dec 4, 2015 3:03pm

Click the "I Agree" Check box and Submit Signature



The dialog box titled "Electronic Signature" contains the following text:

Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this report card, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

* I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.

Below the text is a checkbox labeled "I Agree" with two red asterisks (**). To the left of the checkbox are two input fields: "Signed By:" and "Date Signed:". At the bottom of the dialog are two buttons: "View Report" on the left and "Submit Signature" on the right, with two red asterisks (**) between them.

You will then be prompted to open your student's report card. Following this process will document that you have viewed your student's report card.