## Student Information Update

The following is a tutorial to help you complete the Student Information Update form online as required by Alpine School District.

- **Open Browser** (Google Chrome not rec.)
- **Go to www.alpineschools.org**
- **Click on Parents/Students**
- **Click on the correct Skyward button** (Desktops or Mobile)
- **Login to Skyward using your parent login.** Do not use your student's login. If you have forgotten you login and/or password or never received it, click on "Forgot your Login/Password. Enter the email address you gave the school for Skyward. Submit
- If you have more than one student, <u>you must complete this individually for each student.</u>
- **Click on the "Go to Student Information Update" link.**
- There will be nine steps to complete. **Click on each step to open it.**
- **Review the information and make any needed changes. You must open and review each document in order to proceed.**
- <u>**Mark the step as complete by checking the box on the bottom of that screen.**</u>
- **Then click "next step" button** on the far right.
- **All steps must be completed before you can finish the update.**
- When all steps show completed with a date showing beside them, **click the "Submit Student Information Update" button.** You will be taken back to the Parent skyward main screen and you will see a message that you have completed the student information update for this student.

If you have other students, stay logged in to skyward and click the down arrow by your student's name. You will be able to see information for all of your students who are attending Alpine School District with only one login.