



Parent name  
Address  
City state zip

Re: PARENT ACCESS TO SKYWARD for Student Name

Dear Parent/Guardian:

Welcome to Western Montgomery Career & Technology Center (WMCTC). WMCTC offers parents/guardians of our students the opportunity to view your child's progress in school online. You will have access to WMCTC's Skyward system that will provide you with your child's assignments, grades, attendance, and discipline. For access to WMCTC's Skyward, follow the directions below. If you do not have computer access available at home, you can visit our campus in person, during regular business hours, or by appointment, where we can assist you through this process. **It is important for you to complete the online Back-To-School paperwork for your child. Any delay in completing this paperwork may interfere with your child's ability to participate in hands-on activities in the program/shop areas.**

Instructions to access Skyward and complete the paperwork for your student.

1. Log on to our website, [www.westerncenter.org](http://www.westerncenter.org)
2. In the blue ribbon at the bottom of the page, choose For Parents & Students, then choose "Skyward family/Student Access". This is the login page for Skyward. Enter your Login ID and Password. This is a temporary password - you will be asked to change it.

Your Login Information:

Guardian #1 Login ID:	Guardian #1 Password:	Guardian #2 Login ID:	Guardian #2 Password:

**NOTE: If you have "\*\*\*\*\*" next to "Password:" you changed your password in a previous year and should continue using that one.**

3. Once you are in Skyward, click on Back To School Forms on the left then the blue link "Go To Online Registration For 'student name'" at the top of the page.
4. There are 7 steps to complete. On some pages, simple verification of information is required and others will need more specific information. **As you complete each page, be sure to mark the "complete this step" button at the bottom of the page before moving to the next page.** At the end of this process, there should be all green checkmarks on the right hand side.

If you have any questions, please contact us at 610-489-7272 x208 or [StudentServices@westerncenter.org](mailto:StudentServices@westerncenter.org)