

### Introduction

The following guide is intended to guide Hartford Jt. #1 families through the process of creating a new Free and Reduced Application for Food Service.

### Required Materials

- Your login credentials for Skyward Family Access.
- Any internet-capable device with any kind of internet connection.

### Creating an Application

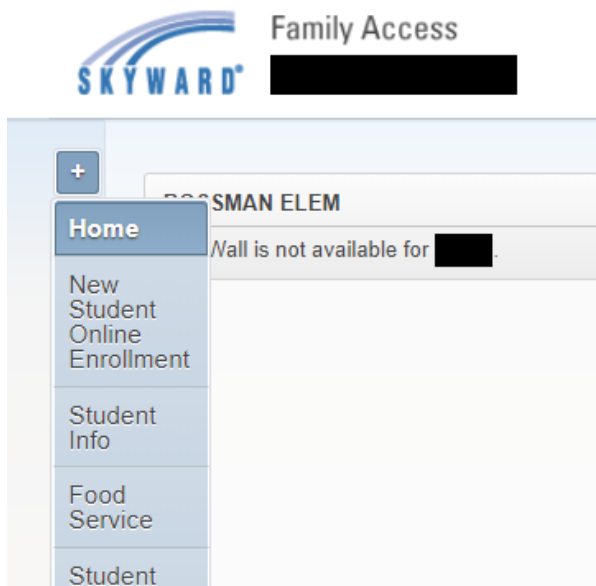
1. Open a web browser (such as Microsoft Edge, Mozilla Firefox, Google Chrome, or Safari) and access Skyward Family Access (alternatively, click this link: <https://skywardweb.hartfordjt1.k12.wi.us/Scripts/wsisa.dll/WService=wsEPlus/fwemnu01.w>).
2. Observe the login screen. Ensure that “School District of Hartford Jt 1” is displayed across the top:

The screenshot shows the Skyward login interface. At the top, there is the Skyward logo and the text "School District of Hartford Jt 1". Below this is a login form with two input fields: "Login ID:" and "Password:". To the right of the "Password:" field is a "Sign In" button. Below the "Sign In" button is a link that says "Forgot your Login/Password?". In the bottom right corner of the login area, the version number "05.18.06.00.02" is displayed. Below the login area, there is a "Login Area:" label and a dropdown menu currently set to "Family/Student Access".

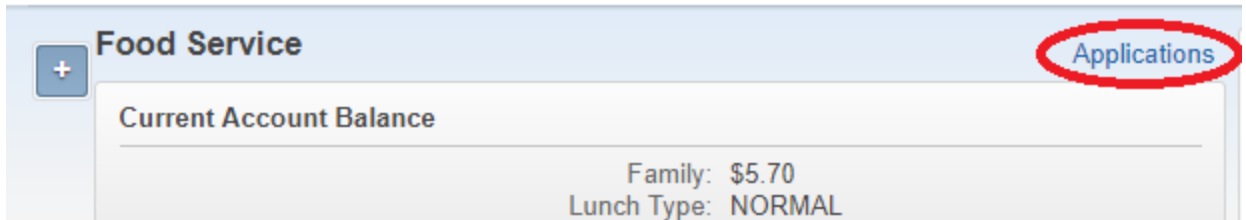
3. Enter your Login ID and Password. If successful, a new Family Access window should open. Click on the box next to "All Students" to select any one of your available children. If you only have one student in the district, their name will appear where it says "All Students"



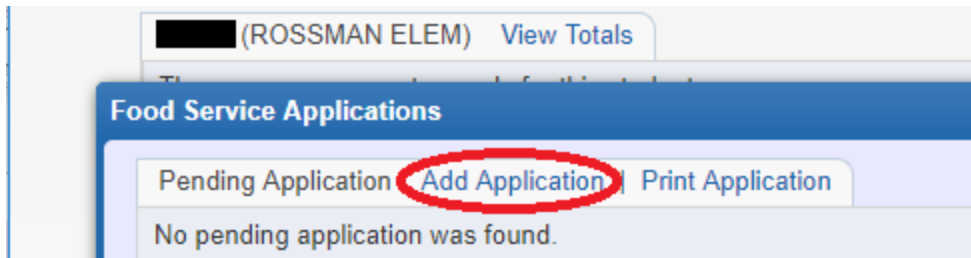
4. Click on "Food Service" on the sidebar, located on the left side of the page. Alternatively, if the sidebar is not visible, click the "+" (plus) sign at the top left of the page, then click "Food Service."



5. Observe the Food Service page. Click on “Applications.”



6. Click “Add Application.” You will be presented with an application form. Complete all necessary fields. Submit when completed.



## Conclusion

In this guide, Hartford Jt. #1 families were guided through the process of creating a new Free and Reduced Application for Food Service.

For frequently asked questions about Free and Reduced Meals, [visit our Food Service page](#) on the district website.

For further assistance or other questions, please contact Jill Seefeld, Food Service Director, at (262) 673-8048.