

Skyward Family Access — LaunchPad Directions

Use the following directions to access LaunchPad (Class Link) to log into Skyward Family Access.

You will first need to register for a LaunchPad account. Once your account is established in LaunchPad, you can then get to Skyward Family Access by clicking on the Skyward icon. LaunchPad is essentially a portal that will control your access to Skyward, Canvas and other OCPS parent software systems. As additional software systems are added to LaunchPad, additional icons will appear.

NOTE: The parent data is updated nightly from Skyward into LaunchPad, so it will take at least one night after your data is entered in Skyward before you can establish a LaunchPad account. You can contact your school to verify your data has been entered in Skyward.

Directions:

If you have already successfully established your LaunchPad account, go to Step #5. If you have not yet established your LaunchPad account, proceed with Steps #1- #4 below.

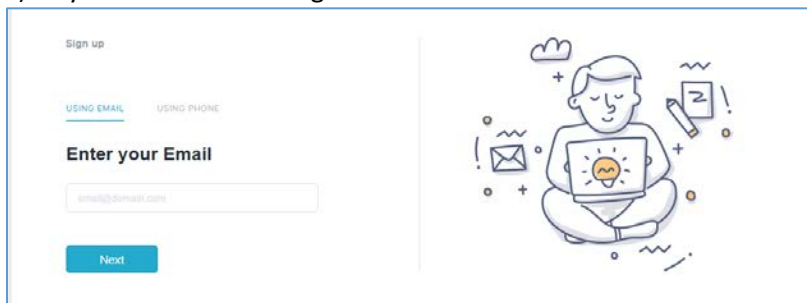
Step #1:

- a) Go to <https://Parents.classlink.com/ocps>
- b) Select **Using Email** to establish your account using the email you have provided to the school.
OR
- c) Select **Using Phone** to establish your account using the cell phone number you have provided the school.

Note: *If your current email or cell phone number do not allow you to establish a LaunchPad account, please contact your school. This means your contact information needs to be updated in Skyward.*

Step 2: Enter either your email address on file with the school, or your cell phone number on file with the school.

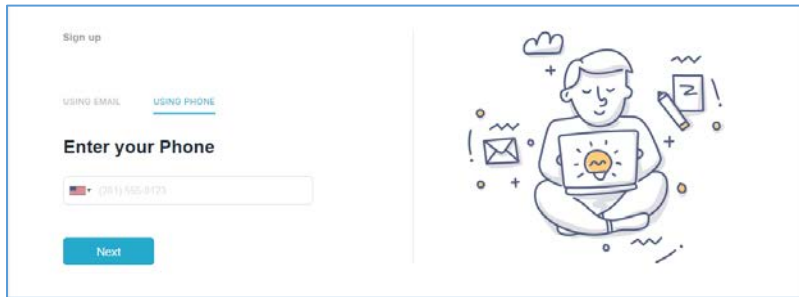
- a) By Email: Select “Using Email”



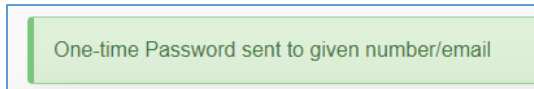
The screenshot shows a web form for signing up. At the top left, it says "Sign up". Below that are two options: "USING EMAIL" (which is underlined) and "USING PHONE". Under "USING EMAIL", it says "Enter your Email" and has a text input field containing "example@domain.com". Below the input field is a blue "Next" button. To the right of the form is a cartoon illustration of a person sitting cross-legged, holding a tablet with a lightbulb icon, surrounded by various icons like a mail envelope, a pencil, and a notepad.

OR (do not establish 2 different accounts using both email and cell phone number)

- b) By Cell Phone: Select “Using Phone”



- c) A confirmation message will then appear momentarily. This indicates that a one-time password has been sent either to your email or cell phone.

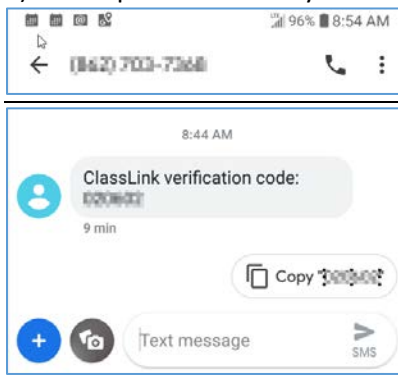


Step #3:

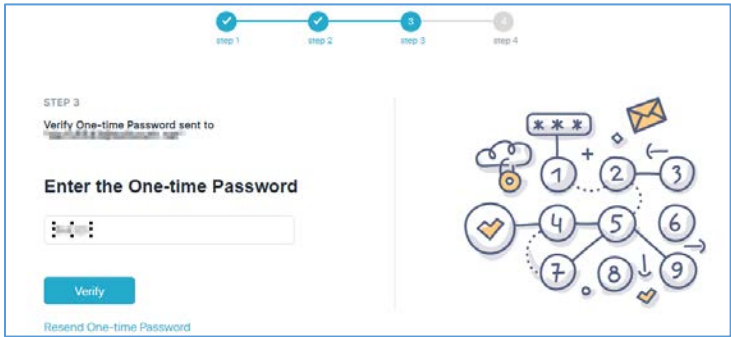
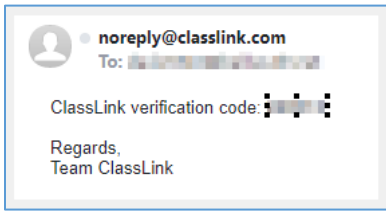
- a) If you are registering using your Cell Phone, enter the one-time password sent to your cell phone.



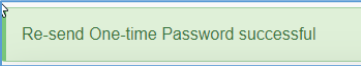
- b) Example text sent to your cell phone with one-time password:



- c) If you registered by email, enter the verification code sent to your email.



- d) Click **Verify**. **Do not click Verify more than once** - it will then take a few seconds for the system to establish your LaunchPad account.
- e) If you need the code resent, click on **Resend One-Time Password**. A confirmation message will then appear momentarily.



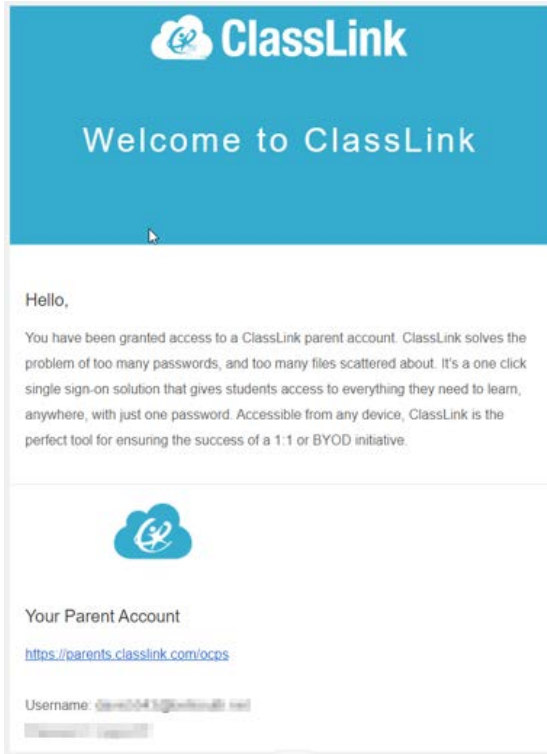
Step #4:

- a) Enter your **Full Name** and create a password. This is not your user ID, but just the name that appears in LaunchPad.
Enter your name in the following format: first name, space, middle initial, period, space, last name (EX: Jane A. Doe).



Note: Please make sure you record the password you have entered in a secure location.

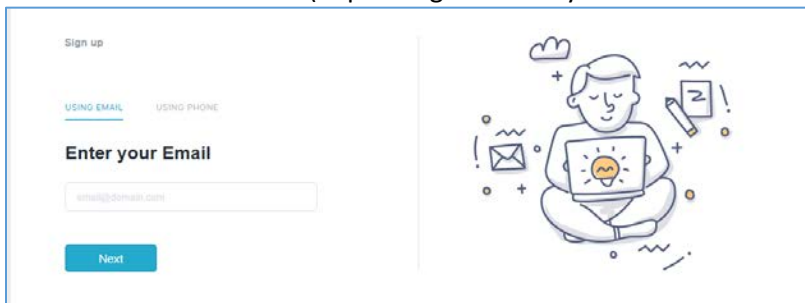
- b) Registration for LaunchPad will now be complete.
- c) If you registered by email, you will then receive an email confirming that your LaunchPad account was created established.
- d) Example email confirming your account creation.



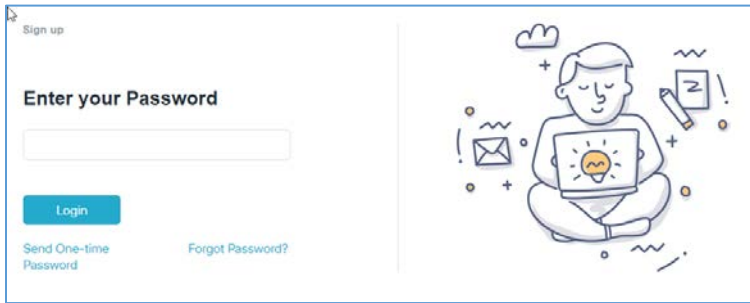
- e) You will then see, and have access to all of the OCPS parent systems available in LaunchPad. Go on to **Step #6** (skip **Step #5**).

Step #5:

- a) If you have already successfully established your LaunchPad account, enter your cell phone number or email address (depending on which you used to establish your account).



- b) Enter your password that you entered when you established your LaunchPad account.

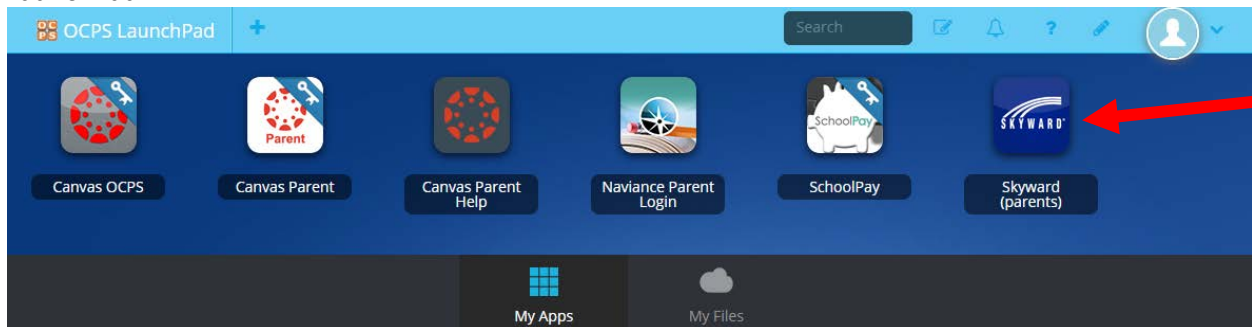


- c) If you have forgotten your password, click on the **Send One-Time Password**. An email or text will then be sent as shown in Step #3 above. Enter that one-time password and you will be logged into LaunchPad.

Step #6:

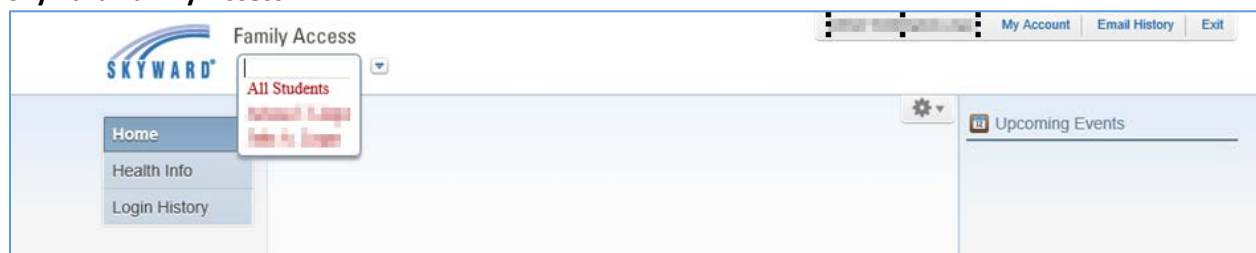
- a) To log into Skyward Family Access, click on the Skyward icon.

LaunchPad



- b) You will then be automatically logged into the Skyward Family Access system. Please refer to the Skyward Family Access documentation for use of Skyward Family Access. This documentation is located on the OCPS website > Students and Parents > Skyward > Documentation > [Skyward Family Access Documentation](#).

Skyward Family Access



Step #7: Log out of LaunchPad

- a) After you have exited from Skyward Family Access the LaunchPad portal will still be active. Exit from LaunchPad to ensure your session ends.
- b) Click on drop down in the top right corner of the LaunchPad screen.
- c) Select **Sign Out**.

