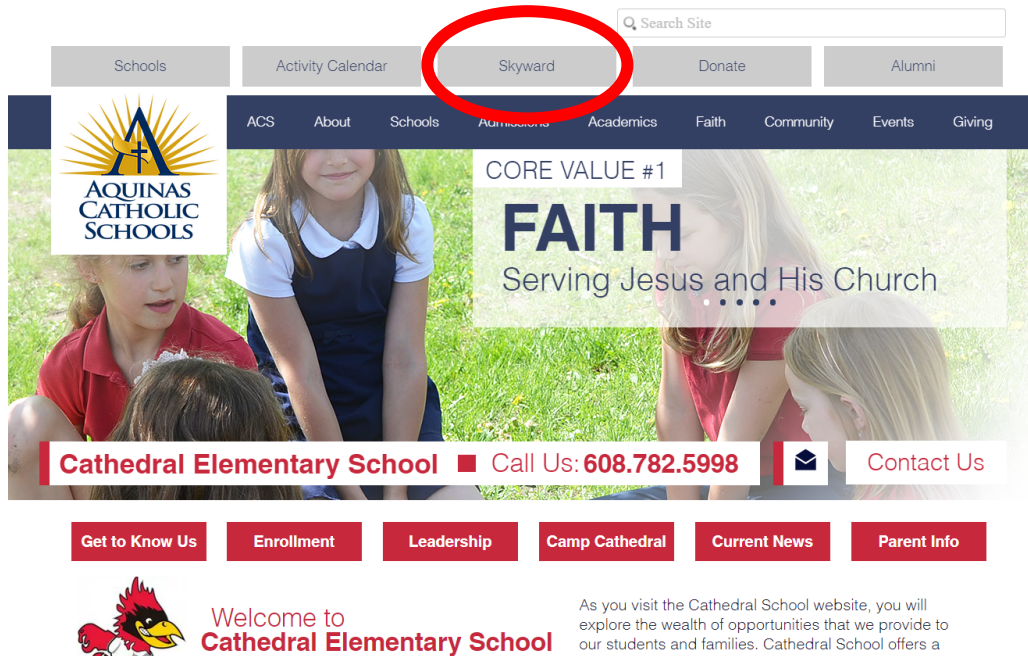


# Skyward Field Trip Authorization Instructions (Online Permission Forms)

1. Go to the Cathedral Website: [www.aquinaschools.org/ces-home](http://www.aquinaschools.org/ces-home)  
(or Aquinas Website: [www.aquinaschools.org](http://www.aquinaschools.org))
2. In the middle of the page, click on the Skyward Link to access your account.



### 3. Log into your account:

- a. Username: \_\_\_\_\_
- b. Password: \_\_\_\_\_
  - i. Click on "Fill out online form for your student"
  - ii. Read the District Message (this will give you a quick review of the form you are about to complete)
  - iii. Click "Next" on the right hand side of the screen
  - iv. Review the field trip information and waiver
  - v. Type your First and Last Name into the "Parent Signature" box  
This will serve as your electronic signature
  - vi. Click on "Complete Step 1 only"  
This is located at the bottom of the form
  - vii. Click "Next"
  - iii. Click "Submit"

The process is not complete until you have done this step!

**Please keep these instructions for future field trips!**