

# How to set up **Skylert** notifications in Skyward Family Access

**Skylert** is the district's automated notification system that provides emergency alerts, attendance notifications and other informational alerts via phone call, e-mail and/or SMS (text message). Parents/guardians have a great deal of control over how to receive these messages. This can be configured as shown in this guide.

To begin, you will need to login to your Family Access account. Every "primary" guardian has access to a Family Access account. If you do not remember or have not signed up for an account, you can click the Family Access link from the district or school home page, then click "Forgot your Login/Password" or print out the registration form and send it into your students school.

The screenshot shows the Skyward Family Access web interface. At the top left is the Skyward logo and 'Family Access' text. On the right, there are links for 'My Account', 'Email History', 'Report History', and 'Exit'. Below these are 'District Links' and a home icon. A navigation menu on the left lists various options: Home, Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, Activities, Academic History, Portfolio, **Skylert** (highlighted with a red box and arrow), Health Info, and Login History. The main content area displays a message from a senior class meeting on October 1, 2015, and an 'Upcoming Events' calendar showing 'No School' and 'NON SCHOOL DAY' for Capital High School on Friday, October 10, 2014.

## Setting up Skylert options

The first step is to login to your Family Access account. Once there you should see a screen that looks similar to the one below. From here, click on the **Skylert** option on the left.



When finished with your changes, make sure you click **Save**.

- Home
- Ethnicity/Race
- Calendar
- Gradebook
- Attendance
- Student Info
- Food Service
- Schedule
- Discipline
- Test Scores
- Activities
- Academic History
- Portfolio
- SkyLert**
- Health Info
- Login History

SkyLert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you like to receive them.

My Skyward Contact Info

| Contact Info           | Emergency                           | Attendance                          | General                  | Non-school Hours Emergency | Food Service             | Bus Route Information    | General - Phone Only                | Survey                   |
|------------------------|-------------------------------------|-------------------------------------|--------------------------|----------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| Primary Phone: [input] | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Work: [input]          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Third: [input]         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Home Email: [input]    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

Save

For each method of communication (phone, e-mail or text message) you have the option to select which type of communications you want to receive at that number/address. Emergency notifications are only used in the event of an emergency situation such as a snow day or other situation where student safety could be at risk. Emergency notifications CANNOT be disabled for the Primary Guardian contact information.

Attendance notifications are sent when your child has been marked absent and the school has not received confirmation from the parent.

To set options for which notifications you wish to receive, simply check the box in the appropriate column.

*\*\*Primary Guardians are not allowed to update their Skyward Contact Info\*\**

Additional Contact Info for Family W/

| Phone Numbers               | Emergency                | Attendance               | General                  |
|-----------------------------|--------------------------|--------------------------|--------------------------|
| Additional Phone 1: [input] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Phone 2: [input] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Phone 3: [input] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Phone 4: [input] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Phone 5: [input] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Phone 6: [input] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Phone 7: [input] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Phone 8: [input] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Phone 9: [input] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Email Addresses

| Email Addresses             | Emergency                           | Attendance               | General                  |
|-----------------------------|-------------------------------------|--------------------------|--------------------------|
| Additional Email 1: [input] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Email 2: [input] | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Email 3: [input] | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Email 4: [input] | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Email 5: [input] | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Email 6: [input] | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Email 7: [input] | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

Text Message Numbers

| Text Message Numbers | Emergency                           | Attendance               | General                  |
|----------------------|-------------------------------------|--------------------------|--------------------------|
| Phone 1: [input]     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Phone 2: [input]     | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Phone 3: [input]     | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Phone 4: [input]     | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

Use the Additional Phone and Additional Email Fields to add other parent/guardians, emergency contacts, etc. – anyone else that you would like to receive notifications for.

Enter number(s) where you would like to have SMS Text messages sent. **Text Messages will ONLY be sent to numbers listed here.**