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 information alerts via phone call and email. New this year, we are adding alerts via text message/SMS.

In your Skyward Family Access account, you can add phone numbers to receive text messages as well as add additional phone numbers or email addresses to receive alerts.
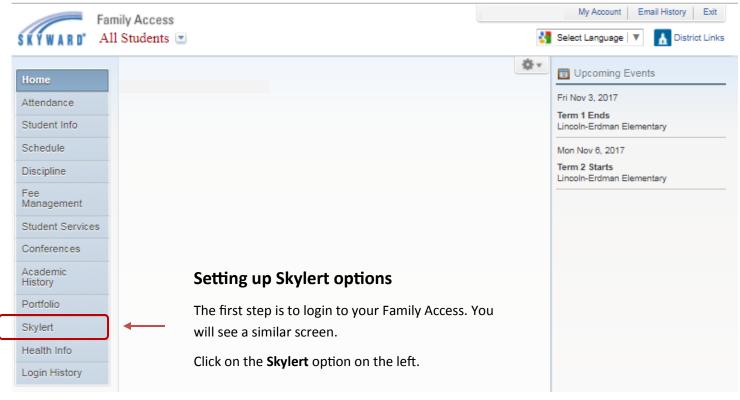
To begin, login to your Skyward Family Access account. If you do not remember your username or password, click on the Skyward link in the upper right corner of the district or school homepage, then click 'Forgot your Login/Password." You could also contact your child's school office.

Setting up Skylert options

The first step is to login to your Family Access. You will see a similar screen.

Click on the **Skylert** option on the left.

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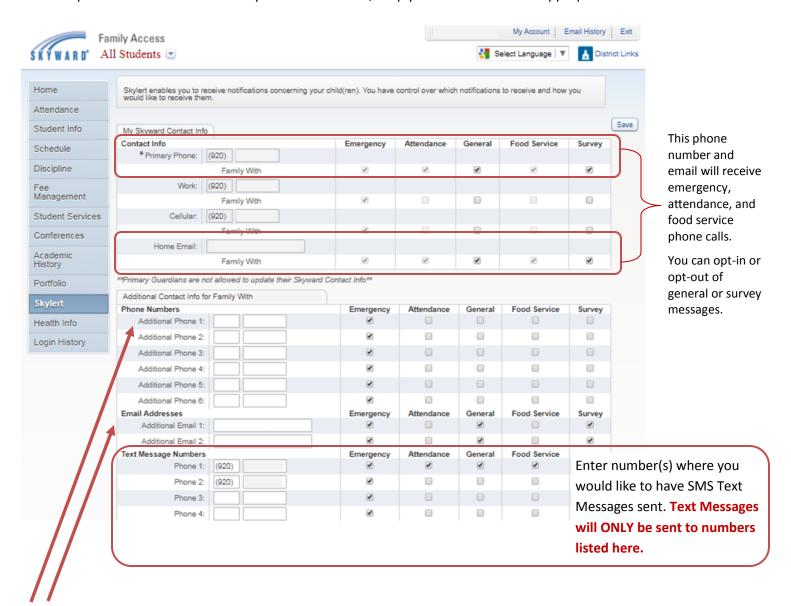
Emergency notifications are only used in the event of an emergency situation such as a snow day or other situation where student safety could be at risk. Emergency notifications CANNOT be disabled for the Primary Guardian contact information.

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

General notifications will include any non-emergency notifications from schools.

Food Service notifications will be sent when student meal account balances are below $5.00

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

This phone number and email will receive emergency, attendance, and food service phone calls.

You can opt-in or opt-out of general or survey messages.

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

Use the Additional Phone and Additional Email Fields to add other parents/guardians, emergency contacts or anyone else you would like to receive notifications from school.

When finished with your changes, make sure to click **Save** at the top of the page.