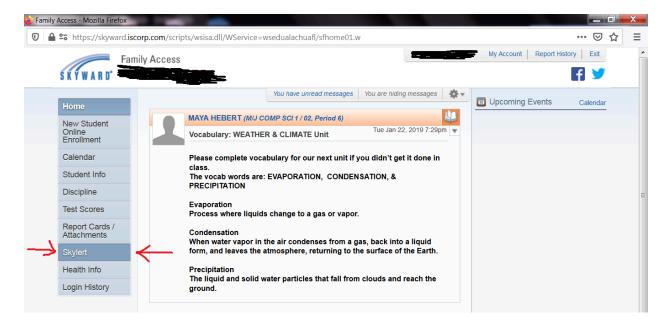
Skyward Communication Preferences for Parents

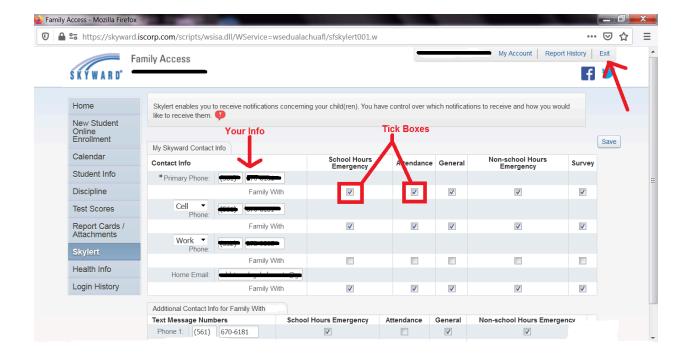
Go to the login page of Skyward. You can find it on the school board website:

- 1. Got to sbac.edu
- 2. Click on "Families" in the upper right
- 3. Scroll down to "Skyward Family Access" and click on it
- 4. A new window will open. Put in your user-name and password. If you don't know it, call Ms Labbe or Ms Tracy, 352-226-8675. They will be able to help.
- 5. Click "sign in" (You might want to bookmark this page)

What opens next is a page with all of your child's school information on it. You will see many tabs on the left side. The only tab we are discussing right now is the "Skylert" tab.



- This is the only tab where you may change things. Here you can decide how you receive notifications from your child's school, and the district.
- You will see your primary phone, cell phone, work phone and home email.



- There are tick boxes under the columns "school-hours emergency", "attendance", "general", "non-school-hours emergency", and "survey". You may tick on or off any of these boxes, but remember that this is how Resilience and other schools mass message parents.
- Also note that this works for all of your students in the district. If you change it on one, it changes all your children. Additional family contact info is below that.
- After you change a tick box, you must then click "save" at the right.

Once you have finished, you just click on the "exit" at the very top right.