

Parent Guide for Updating Skylert Notifications

-Automated texts, phone calls & e-mails-

1. Login to Skyward Family Access

- a. This must be completed and saved separately for each student.

2. Emergency Mass Notifications

- a. On the Menu Bar on the left Click on **Skylert** and verify parent/guardian contact information.
- a. Go down to the next section and add contact information to receive mass communication to be contacted in case of an emergency. i.e. snow day, early/late dismissal
- b. Add contact info to all 3 sections and Check boxes for which events you want to receive automated communications.
 1. Text
 2. Phone Call
 3. e-mail

Text Message Information

In order to receive text message notifications you must opt in by entering your cell phone below. Standard messaging and data rates may apply.

Text Message Info for Family With

Text Message Numbers	School Hours Emergency	Attendance	School/District Messages	Non-school Hours Emergency
Phone 1: 	☒	☒	☒	☒
Phone 2: 	☒	☒	☒	☒
Phone 3: 	☐	☐	☐	☐
Phone 4: 	☐	☐	☐	☐

Additional Contact Information

These fields are housed only in School Messenger, not Skyward.

2 Additional Contact Info for Family With

Phone Numbers	School Hours Emergency	Attendance	School/District Messages	Non-school Hours Emergency	N/A
Additional Phone 1: 	☐	☐	☐	☐	☐
Additional Phone 2: 	☐	☐	☐	☐	☐
Additional Phone 3: 	☐	☐	☐	☐	☐
Additional Phone 4: 	☐	☐	☐	☐	☐
Additional Phone 5: 	☐	☐	☐	☐	☐
Additional Phone 6: 	☐	☐	☐	☐	☐
Additional Phone 7: 	☐	☐	☐	☐	☐
Additional Phone 8: 	☐	☐	☐	☐	☐
Additional Phone 9: 	☐	☐	☐	☐	☐

3 Email Addresses

Email Addresses	School Hours Emergency	Attendance	School/District Messages	Non-school Hours Emergency	N/A
Additional Email 1: 	☐	☐	☐	☐	☐
Additional Email 2: 	☐	☐	☐	☐	☐
Additional Email 3: 	☐	☐	☐	☐	☐
Additional Email 4: 	☐	☐	☐	☐	☐
Additional Email 5: 	☐	☐	☐	☐	☐
Additional Email 6: 	☐	☐	☐	☐	☐
Additional Email 7: 	☐	☐	☐	☐	☐