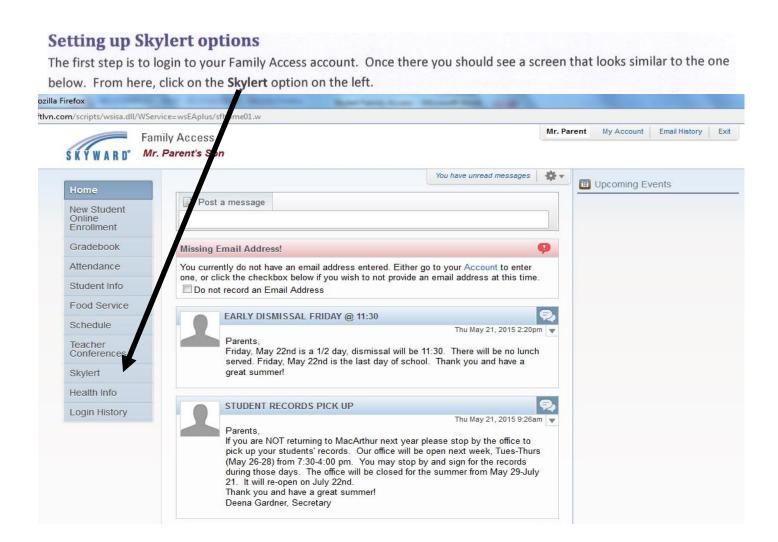
## How to set up Skylert notifications in Skyward Family Access



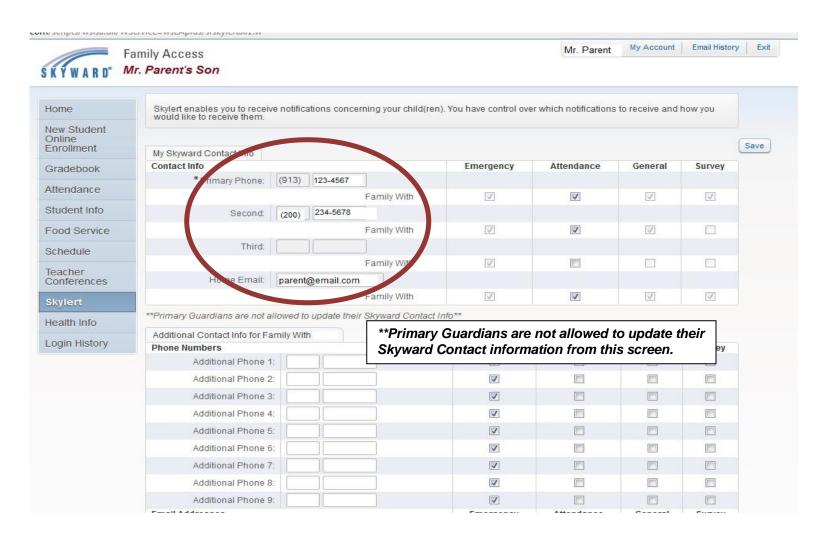
Skylert is the USD207's automated notification system that provides emergency alerts and other informational alerts via phone call and/or email. Parents/guardians have the ability through their Skyward Family Access Portal to check current *primary guardian* contact info and add additional contact information.

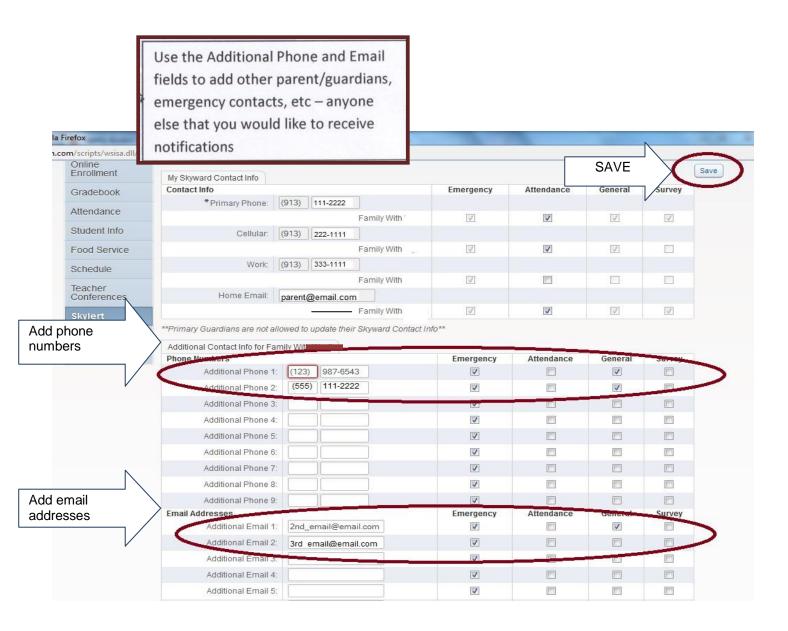
To begin, you will need to login to your Family Access account. Every *Primary Guardian* has a Family Access account. If you do not remember how to access your account, you can click the Family Access link from the district or school home page, then click "Forgot your Login/Password?" Or call your student's school's office for assistance.



A Skylert screen similar to the one below will be displayed. This shows your current settings for receiving notifications. The *Primary Guardian's* info is displayed and is not editable at this screen. If you have corrections to the information, please contact your student's school office.

However, the guardian can add additional contact info in the areas below the *Primary Contact's* info. You will have access to several fields. For each method of communication (phone or e-mail) you have the option to select which type of communications you want to receive at that number/email address you add. Don't forget to <u>SAVE</u> once you have entered all of your additional information.





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 CAN NOT be disabled for the Primary Guardian contact information. Emergency calls may be made any time of the day or night but will typically be made no earlier than 5:30AM not later than 9:00PM.

General notifications are those relating to Early Release reminders, school events, practices, issues, etc. For example, if your child is on the basketball team, you may receive a notification that practice was cancelled.

When multiple phones are selected, the system will call each phone number, starting with the Primary Phone and continue through the list up to three times until it receives an acknowledgement that the message has been received.

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