

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.

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.

ozilla Firefox
itlvn.com/scripts/wsisa.dll/WService=wsEApplus/sfhome01.w

Family Access Mr. Parent's Son

Mr. Parent My Account Email History Exit

Home
New Student Online Enrollment
Gradebook
Attendance
Student Info
Food Service
Schedule
Teacher Conferences
Skylert
Health Info
Login History

You have unread messages

Post a message

Missing Email Address!

You currently do not have an email address entered. Either go to your [Account](#) to enter one, or click the checkbox below if you wish to not provide an email address at this time.

Do not record an Email Address

EARLY DISMISSAL FRIDAY @ 11:30

Thu May 21, 2015 2:20pm

Parents,
Friday, May 22nd is a 1/2 day, dismissal will be 11:30. There will be no lunch served. Friday, May 22nd is the last day of school. Thank you and have a great summer!

STUDENT RECORDS PICK UP

Thu May 21, 2015 9:26am

Parents,
If you are NOT returning to MacArthur next year please stop by the office to pick up your students' records. Our office will be open next week, Tues-Thurs (May 26-28) from 7:30-4:00 pm. You may stop by and sign for the records during those days. The office will be closed for the summer from May 29-July 21. It will re-open on July 22nd. Thank you and have a great summer!
Deena Gardner, Secretary

Upcoming Events

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 SAVE once you have entered all of your additional information.

The screenshot shows the Skyward Family Access interface for Mr. Parent. The top navigation bar includes 'Mr. Parent', 'My Account', 'Email History', and 'Exit'. The left sidebar lists various menu items, with 'Skylert' highlighted. The main content area displays 'My Skyward Contact Info' with a 'Save' button. A red circle highlights the primary contact information fields, including the primary phone number (913) 123-4567, second phone number (200) 234-5678, and home email (parent@email.com). Below this, there is a table for 'Additional Contact Info for Family With' with columns for 'Emergency', 'Attendance', 'General', and 'Survey'. A text box with a black border and white background states: '**Primary Guardians are not allowed to update their Skyward Contact information from this screen.'

Contact Info	Emergency	Attendance	General	Survey
* Primary Phone: (913) 123-4567 Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Second: (200) 234-5678 Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Third: <input type="text"/> <input type="text"/> Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: parent@email.com Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Contact Info for Family With	Emergency	Attendance	General	Survey
Additional Phone 1: <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 2: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 3: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 4: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 5: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 6: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 7: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 8: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 9: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

My Skyward Contact Info

Contact Info	Emergency	Attendance	General	Survey
* Primary Phone: (913) 111-2222 Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cellular: (913) 222-1111 Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work: (913) 333-1111 Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: parent@email.com Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Primary Guardians are not allowed to update their Skyward Contact Info

Additional Contact Info for Family With

Phone Numbers	Emergency	Attendance	General	Survey
Additional Phone 1: (123) 987-6543	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Phone 2: (555) 111-2222	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Phone 3:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 4:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 5:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 6:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 7:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 8:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 9:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email Addresses	Emergency	Attendance	General	Survey
Additional Email 1: 2nd_email@email.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Email 2: 3rd_email@email.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 3:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 4:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 5:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**.