

# Skylert

## Quick Guide

1. Please click [HERE](#) to log into your Family Access Account.
2. Click the **Skylert** tab on the left hand side of the page.
3. The fields highlighted in yellow are areas that can be modified by parents/guardians. Please enter the correct information and set your contact preferences. Please note, if you modify the fields marked with a green star, that information will also be modified on our Student Information System.
4. The *Primary Phone* number is a required field, however it can be modified by the primary guardian.
5. Enter phone numbers in the *Text Message Numbers* fields if you would like to receive text messages. Please note, text messages will only be sent if the sender of the broadcast has elected to send the message via text.
6. Press the **Save** button to keep your changes.

The screenshot shows the 'Family Access' interface for 'All Students'. The 'Skylert' tab is selected in the left-hand navigation menu. The main content area displays contact information for 'Family With AVA, SYDNEY' across various notification categories. A 'Save' button is located in the top right corner. Red callouts with numbers 1 through 6 point to specific elements: 1 points to the 'Skylert' tab, 2 points to the 'Primary Phone' field, 3 points to the 'General' column, 4 points to the 'Primary Phone' field, 5 points to the 'Text Message Numbers' section, and 6 points to the 'Save' button.

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: (352) [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Family With AVA, SYDNEY:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Phone: (352) [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family With AVA, SYDNEY:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home Email: [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family With AVA, SYDNEY:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

  

Additional Contact Info for Family With AVA, SYDNEY	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
<b>Phone Numbers</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Phone 1: (352) [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Email Addresses</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Email 1: [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Text Message Numbers</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 1: (352) [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 2: (352) [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Reminders

- Speak to the appropriate person at your child's school if you have questions about the data you see in the system.
- Keep your account credentials secure and contact your child's school if you need technical assistance with your Family Access account.