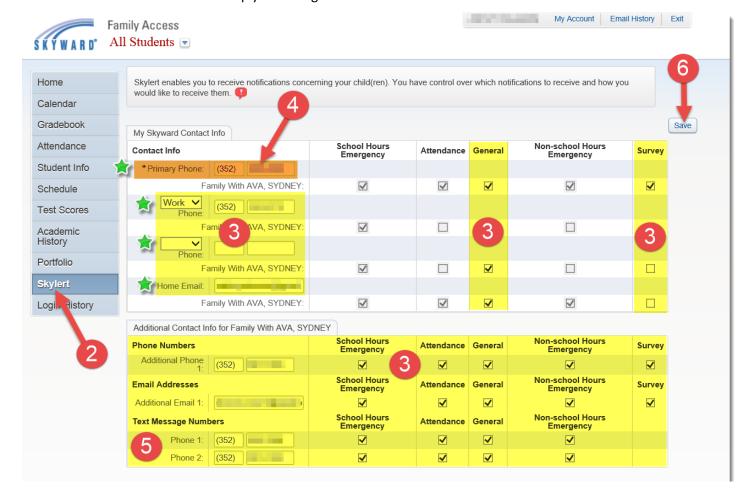# Skylert

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.

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.