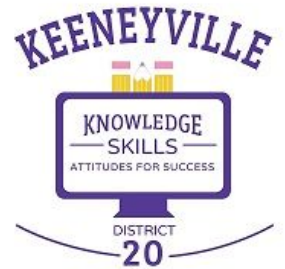


# How to Update Your Notification Preferences



ESD20 Communication & Community Relations

# Skylert Notification System

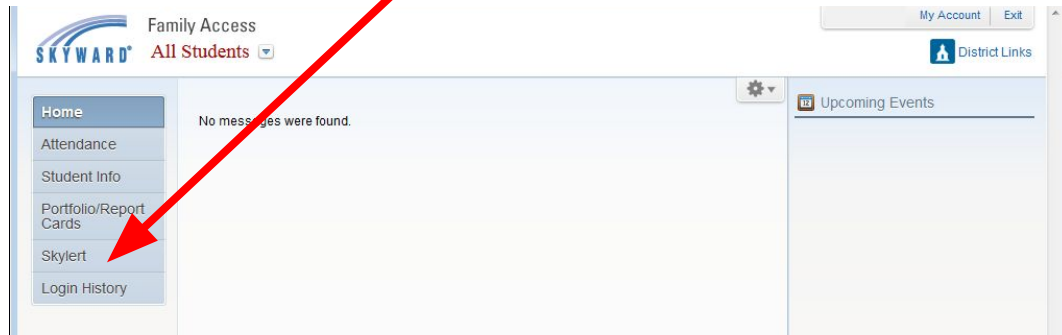
**Skylert** is District 20's automated notification system that provides emergency alerts, attendance notifications, and other updates to staff and families via **phone call, e-mail, and/or SMS/text message.**

**NOTE:** *Email messages sent through Skylert may sometimes go into your spam/junk folder. Please periodically check your spam/junk folder to allow district and school messages as "not junk" so that they go into your inbox folder.*

You can customize how you would like to receive messages from your school and from the District. **Please follow the instructions in this guide to set-up your notification preferences in Skyward.**

# Log into Skyward Family Access

1. Log into **Skyward Family Access**  
Direct link: <https://bit.ly/SkywardFamilyAccessLogin>  
or go to “Quicklinks” at [www.esd20.org](http://www.esd20.org)
2. After you login, you will see a home page similar to the image below. Select the **Skylert** tab on the left.



# Skylert Notification Options

**A Skylert screen similar to this image will be displayed. This shows your current settings for receiving district and school notifications. The options are described below:**

**School Hours Emergency** - any emergency that happens during the school day, including school closings or lockdowns.

**Non-School Hours Emergency** - any emergency that happens before school starts or after the school day ends, including school closings, delayed starts, or lockdowns.

**Attendance** - Attendance notifications will only be made when your child has been marked absent and the school has NOT received confirmation from the parent.

**General** - General notifications will ONLY be sent to the home email address. They include general information and updates from the district, building or teacher.

**Survey** - Surveys will only be sent to the home email address.

Family Access

My Account | Exit

District Links

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

Save

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: (616) [ ] [ ] [ ] Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone: (616) [ ] [ ] [ ] Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: (616) [ ] [ ] [ ] Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Contact Info for Family With

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Phone 1: [ ] [ ] [ ] [ ] [ ] [ ] Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email Addresses	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Email 1: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency
Phone 1: [ ] [ ] [ ] [ ] [ ] [ ] Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Set-Up Your Preferences

The screenshot shows the Skyward Family Access interface. At the top left is the Skyward logo and 'Family Access' text. A navigation menu on the left includes Home, Attendance, Student Info, Portfolio/Report Cards, SkyAlert, and Login History. The main content area is titled 'My Skyward Contact Info' and contains a table for contact preferences. A 'Save' button is located at the top right of the table. A red callout box points to the 'Save' button with the text: 'If you make any changes, be sure to click SAVE before exiting this screen.' Another red callout box points to the 'Cell Phone' field with the text: 'You may change phone numbers or email address on file with the district here'. A third red callout box points to the 'Additional Contact Info for Family With' section with the text: 'Use the additional phone and email fields to add other parent/guardian, emergency contacts, child care, etc. that do NOT have a Skyward account'. A fourth red callout box points to the 'Text Message Numbers' section with the text: 'Enter mobile number here if you wish to receive TEXT MESSAGES'. The table has columns for 'Contact Info', 'School Hours Emergency', 'Attendance', 'General', 'Non-school Hours Emergency', and 'Survey'. The 'Survey' column has a 'Save' button at the bottom right.

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: (616) [ ]					
Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone: (616) [ ]					
Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: (616) [ ]					
Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: [ ]					
Family With				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Contact Info for Family With					
Phone Numbers	School Hours Emergency			Non-school Hours Emergency	Survey
Additional Phone 1: [ ]	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Email Addresses	School Hours Emergency			Non-school Hours Emergency	Survey
Additional Email 1: [ ]	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Text Message Numbers	School Hours Emergency			Non-school Hours Emergency	Survey
Phone 1: [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**To set-up options for which notifications you wish to receive, simply check the box in the appropriate columns.**

**By default, SMS/text messages will NOT be sent.** If you would like to receive text messages be sure to enter your phone number under the **“Text Message Numbers”** field at the bottom of the screen and select which type of text notifications you would like to receive. Enter only numbers -- no dashes, spaces, parentheses or other characters.

Make sure to **SAVE** any changes before exiting.

**NOTE: If you want to add another number, email address or number for text message, please have other parent/guardian log into a separate Skyward Family Access account to add that information**

If you are unable to update your notification preferences or if you have any questions, please contact your school office, or:

[info@esd20.org](mailto:info@esd20.org)  
(630) 894-4022

