

How to manage Skylert notifications in Skyward Family Access

Skylert is the district's automated notification system that provides emergency alerts, notifications and other informational alerts via phone call, email, and/or SMS (text message). Parents/guardians have a great deal of control over how to receive these messages.

To begin, log in to your account by visiting scec.k12.in.us, select "Parents" and click "Skyward Family Access". Every guardian has access to a Family Access account. If you do not remember or have not signed up for an account, click the Skyward Family Access link on our website, then click "Forgot your Login/Password". For further assistance, contact your child's school.

The screenshot shows the Skyward Family Access user interface. On the left is a navigation sidebar with the following menu items: Home, New Student Online Enrollment, Online Registration, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, Student Services, Academic History, Portfolio, Skylert, Health Info, and Login History. The main content area displays a message titled "Return To Learn Red Plan - All students Remote as of 11/12/2" with a PDF attachment "COVID -19 Update November 10 2020(1).pdf". A red banner above the message reads "Missing Email Address!". On the right, there is an "Upcoming Events" calendar showing "No School - Christmas Break" for Harrison Elementary on Dec 29, 2020. A callout box with a black border and white background is overlaid on the bottom right, containing the text: "Log in to your Family Access account. Then, click on the **Skylert** option on the left." A large blue arrow points from this callout box to the "Skylert" option in the left sidebar.

Update Phone numbers listed here. They will receive phone call and voicemails only. Not text

Check the boxes for the types of communication you want to receive at each phone number and email address

Do not forget to save when you are done

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.

My Skyward Contact Info Save

Contact Info	School Hours Emergency	Attendance	General	Non-School Hours Emergency	Survey
* Primary Phone: <input type="text"/> <input type="text"/>					
Family With Ovid:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone: <input type="text"/> <input type="text"/>					
Family With Ovid:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Home Email: <input type="text"/>					
Family With Ovid:	<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 Ovid

Phone Numbers	School Hours Emergency	Attendance	General	Non-School Hours Emergency	Survey
Additional Phone 1: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email Addresses	School Hours Emergency	Attendance	General	Non-School Hours Emergency	Survey
Additional Email 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Text Message Numbers	School Hours Emergency	Attendance	General	Non-School Hours Emergency	Survey
Phone 1: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 2: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 3: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Update the phone numbers you want to receive text. **This Must be filled out in order to receive text messages**

Update your email address.

Do not forget to save when you are done