



Family Access Change My Account Instructions

Parents/Guardians please login to Skyward Family Access with your login and password. On the Family Access screen, in the upper right-hand corner next to your name you will see the **My Account** tab. Please select this tab if you would like to change email notifications for Food Service Low Balance Alerts or to change any or your account settings.

Email Notifications for Food Service Alerts

If you would like to receive email notifications when the Food Service balance drops under \$10.00, on this account screen change your email notifications.

Please check the box to receive notification when the balance is under \$10.00. You can then select to only receive an email or you can select to only receive a wall message or you can select to receive both an email and a wall board message in family access when a low balance alert is issued.

Email Notifications

- Receive Notifications when Food Service Balance is under \$10.00
 Email Wall Message Email and Wall Message

Example of the Low Balance Wall Board Message

Food Service Low Balance Alert
!
✉

Fri Nov 18, 2022 5:00pm ▼

At the end of today, Fri Nov 18, 2022, the Payor Account for [REDACTED] had a balance of **\$2.50**, which is below the Low Balance Alert amount of **\$10.00**.

Example of a Payment Wall Board Message

Payment made to Food Service Account
✉

Thu Nov 17, 2022 7:57am ▼

A payment of **\$15.00** was made today, Thu Nov 17, 2022, to the Payor Account for [REDACTED]. The current balance is now **\$16.20**.