

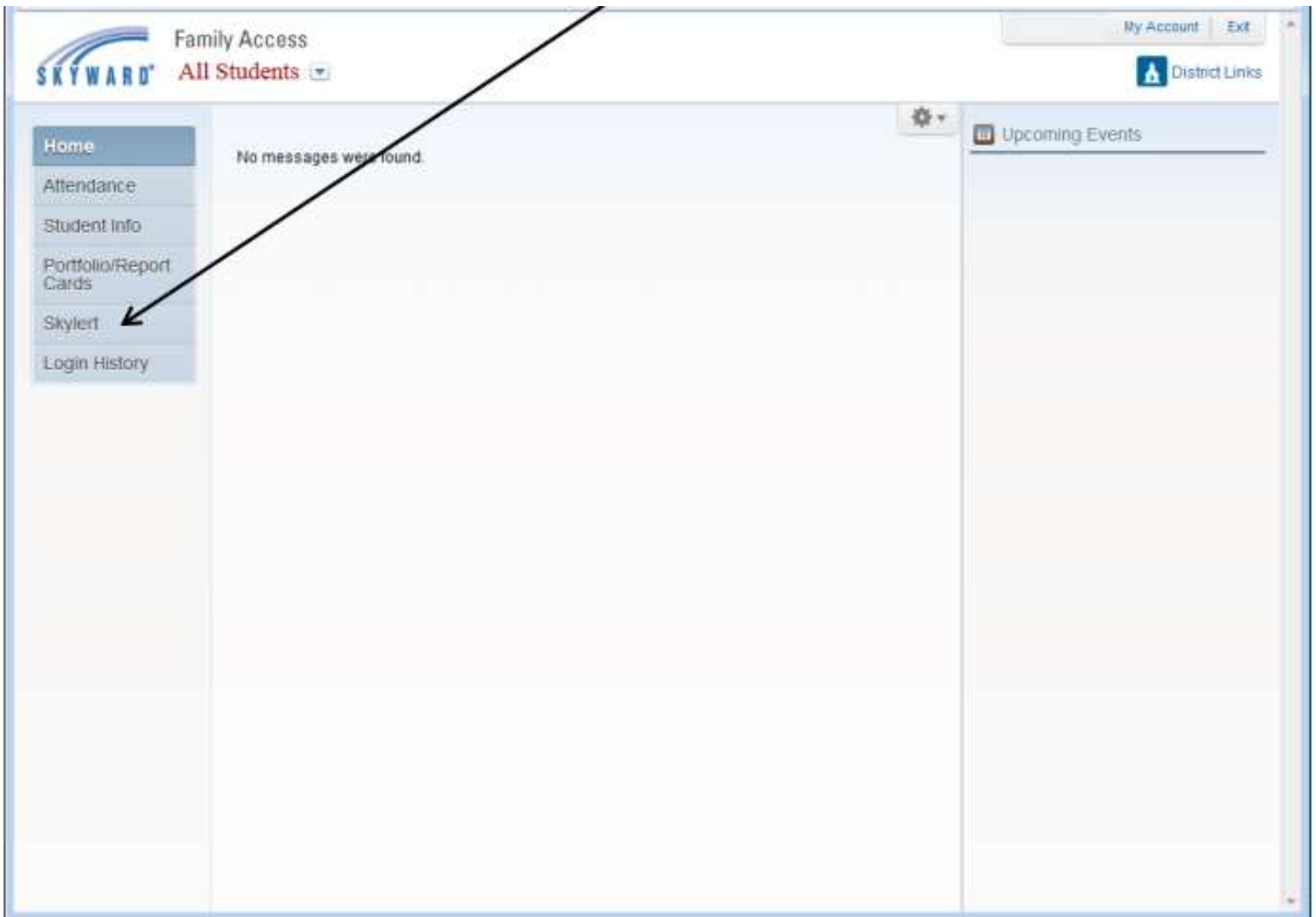
## Setting up Skylert Notifications in Skyward Family Access

Skylert is the district's automated notification system that provides emergency alerts and attendance notifications via phone call, e-mail and/or SMS (text message). Parents/guardians have a great deal of control over how to receive these messages. This can be configured as shown in this guide. To begin, you will need to login to your Family Access, which every guardian has. If you do not remember how to access your account or do not know your account information, go to the Skyward Login found on our district page at [www.conewago.k12.pa.us](http://www.conewago.k12.pa.us) and click "Forgot your Login/Password?" If you experience any difficulties, contact your school's main office.

### Setting Up Skylert Options

After logging into your Skyward Family Access account you should see a screen that looks similar to the one below.

From here, you will need to click on the **Skylert** option on the left.



A Skylert screen similar to the one below will be displayed. This shows your current settings for receiving notifications.

My Skyward Contact Info

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	Survey
Phone 1: [ ] [ ] [ ] [ ] Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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, delays, 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. The time of these calls will differ by school.

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

**Survey** – Surveys will ONLY be sent to the home email address.

To setup options for which notification you wish to receive, simply check the box in the appropriate column.

**Family Access** My Account Exit

SKYWARD District Links

Home Attendance Student Info Portfolio/Report Cards **Skylert** Login History

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

**If you make any changes, be sure to click Save before exiting this screen.**

Save

My Skyward Contact Info

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: [ ] [ ]	<input 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: [ ]	<input 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	Survey
Text Message 1: [ ] [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**You are able to change the phone numbers or email address on file with the district here.**

**Use the additional phone and email fields to add other parent/guardian, emergency contacts, child care, etc that do not have an account**

**Enter number where you would like SMS text messages sent. Text messages will ONLY be sent to this number**

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 and check the boxes of the types of text notifications you would like to receive. Enter only numbers – no dashes, spaces, parenthesis or other characters.

If there is another phone number that needs to be called that doesn’t appear in your notification fields, you can add that to Additional Phone 1. When multiple phones are selected, the system will call each phone number, starting with the Primary Phone and continues through the list up to three times until it receives an acknowledgement that the message has been received.

If you want to add another additional number, email address, or number for text messages, please have another parent or guardian log into Skyward Family Access to add the information.

Individuals who use their cellular number as primary will have it listed twice. This shows our office staff where you would like a call, and also that the number is cellular. If this is the case for you, simply set the checkboxes for primary to indicate how you would like to receive messages, and uncheck all the boxes for the cellular instance of that same number.