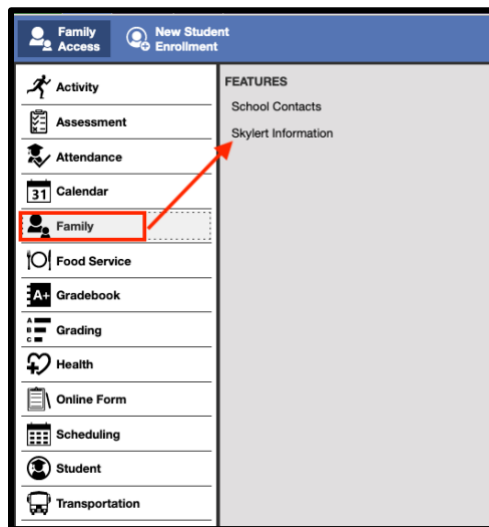


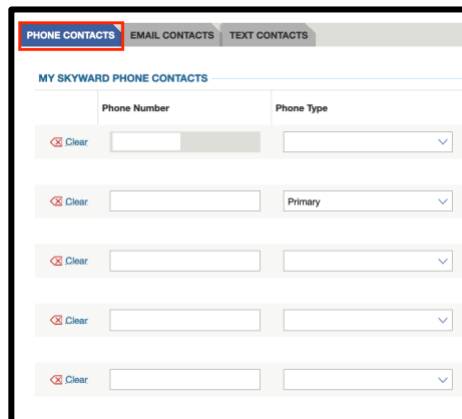
Opting In for Text Messages

The Mercer Island School District contract with School Messenger for phone/email/text notifications to be sent to families. To opt in for texting, you can designate your cell phone number to be used for texts in Skyward's Family Access.

Once you log into **Family Access**, click on the **Skylert Tile** or navigate to **Menu > Family > Skylert Information**.



In the **Phone Contacts Tab**, confirm or enter the phone numbers to be used for notifications.

A screenshot of the "PHONE CONTACTS" tab in the Family Access application. The tab is highlighted with a red box. Below the tab are three other tabs: "EMAIL CONTACTS" and "TEXT CONTACTS". The main content area is titled "MY SKYWARD PHONE CONTACTS" and contains a table with two columns: "Phone Number" and "Phone Type". There are five rows, each with a "Clear" button (a red 'x' in a square) to the left of the input fields. The first row has an empty "Phone Number" field and a dropdown menu for "Phone Type". The second row has an empty "Phone Number" field and a dropdown menu with "Primary" selected. The remaining three rows have empty "Phone Number" fields and empty dropdown menus for "Phone Type".

In the **Text Contacts tab**, enter the phone number(s) to be used specifically for text messages. Then click **Save**.

	Phone Number	School Hours Emergency	Non-school Hours Emergency	Attendance	General	Food Service
<input type="checkbox"/> Clear		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Clear		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Clear		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Clear		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: You may need to repeat this process if you have more than one child in the district.