

# Skylert- Mass Notification System

## Skyward Family Access Setup

Welcome to the LMASD Skylert System. Please follow the instructions below to customize your account to meet your family's needs. Each guardian should login to check/update their information.

Login to Skyward's Family Access >Select **Skylert** from the left-hand menu

On the Skylert page you may manage your phone numbers and email addresses stored in Skyward. Please note if you change phone numbers in the top area, **My Skyward Contact Info**, the changes will automatically be changed within the student information area for that guardian. This is the primary way the school will contact you, so change carefully!!

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	General	Non-school Hours Emergency	Survey
* Primary Phone: <input type="text"/> <input type="text"/> <span style="color: red;">!</span>				
Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/> Phone: <input type="text"/> <input type="text"/>				
Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text"/> Phone: <input type="text"/> <input type="text"/>				
Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: <input type="text"/>				
Family With	<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	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 type="checkbox"/>

Email Addresses	School Hours Emergency	General	Non-school Hours Emergency	Survey
Additional Email 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Text Message Numbers	School Hours Emergency	General	Non-school Hours Emergency
Phone 1: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 3: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 4: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Besides receiving notifications by phone and email, you may elect to receive text messages by entering phone numbers in the **Text Message Numbers** area and selecting which types of messages you'd like to receive. (Numbers and email addresses entered in the **Additional Contact Info** area will NOT update numbers stored in Skyward for the guardian/family.)

You may use the *Additional Contact Info* area to add a childcare provider's, grandparents', or other's phone number, if they wish to receive school notifications.

### Important Things to Note:

- Make sure to select **SAVE** to confirm your changes.
- You may not "opt out" of receiving School Hours Emergency and Non-school Hours Emergency messages via phone and email.
- You may "opt in" to receiving notifications via text messages by entering phone numbers in the *Text Message Numbers* area. NOTE: Skylert (Schoolmessenger) does not charge recipients for the text messages that they receive; however, your wireless providers may charge for text messages, depending on the wireless plan you have.

### Broadcast Types:

- School Hour Emergency- Emergency notifications sent during school hours, e.g., early school closing or security concern.
- Non-School Hour Emergency- Emergency notifications sent before or after school hours. Notifications will be sent between 5:30 a.m. and 8 p.m., e.g., weather related closings or unexpected school closings.