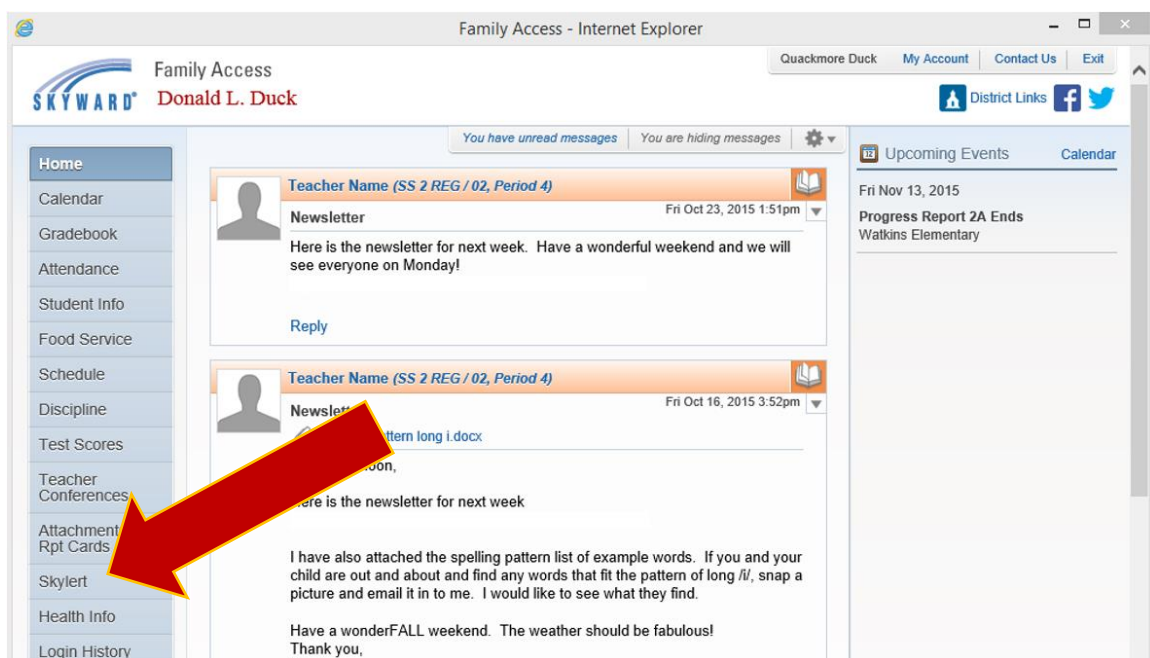




How to setup WISD Skylert notifications in Skyward Family Access

Skylert allows parents to enter additional phone numbers, e-mail and SMS texting information into Family Access. If there is a mass phone notification, the new phone numbers entered by the parent/guardian will be notified in addition to the phone numbers that have already been provided to the schools. For example, parents can enter the phone number of their day care provider or an emergency contact, such as grandparents, to also receive messages from WISD.

The first step is to login to your Family Access account. Once there you should see a screen that looks similar to the one below. From here, 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. You will have access to several fields. You will not be allowed to change the Primary Guardian phone numbers or E-mail from this screen. For each method of communication (phone, e-mail or text message) you have the option to select which type of communications you want to receive at that number/address. To set options for which notifications you wish to receive, simply check the box in the appropriate column.

Family Access - Internet Explorer

SKYWARD® Donald L. Duck

Quackmore Duck My Account Contact Us Exit

District Links f t

Home Calendar Gradebook Attendance

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.

Save

My Skyward Contact Info

Contact Info

* Primary Phone:

Family With Donald: ☒ ☒ ☒ ☒ ☐ ☐

Work:

Family With Donald: ☐ ☐ ☐ ☐ ☐ ☐

Third:

Family With Donald: ☐ ☐ ☐ ☐ ☐ ☐

Home Email:

Family With Donald: ☒ ☒ ☒ ☒ ☐ ☐

Additional Contact Info for Family With Donald

Phone Numbers

Additional Phone 1:

Additional Phone 2:

Additional Phone 3:

Email Addresses

Additional Email 1:

Additional Email 2:

Additional Email 3:

Text Message Numbers

Phone 1:

Phone 2:

Phone 3:

	School Emergency	Attendance	General Outreach	District Emergency	Student Only Email	Staff/Parent Survey
Family With Donald:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family With Donald:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family With Donald:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family With Donald:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 1:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Phone 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 3:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 1:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Email 2:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Email 3:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 1:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Phone 2:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Phone 3:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Primary Guardians are not allowed to update their Skyward Contact Info

These cannot be changed. Contact the school office to make changes.

Use the Additional Phone and Email fields to add other parent / guardians, emergency contacts, etc. – anyone else that you would like to receive notifications.

Enter number(s) where you would like to have SMS Text Messages Sent. Text Messages will ONLY be sent to numbers listed here!

When finished with your changes, make sure you click **Save**.

By entering your contact information you are agreeing to receive automated phone calls, emails, and text messages regarding your child, their campus, and Wylie ISD.