

## Skylert Rapid Notification System

Families can determine which phone numbers and which Email addresses will receive Skylert notifications by logging into Family Access. Please. Note: Only the first guardian of the first family will be able to make changes to the information in the "Primary Guardian" area. However, all other guardians will be able to enter additional phone numbers and email addresses in all fields other than those in the "Primary Guardian" area.

1. Log in to Family Access.
2. Click the Skylert Link on the left side of the page.
3. If you make changes, click the **SAVE** button on the right side of the page. (Highlighted in Yellow Below)

e=wsEAplus/sfskylert001.w

JOHN Q. PUBLIC [My Account](#) [Contact Us](#) [Email History](#) [Exit](#)

**Family Access**  
YWARD JACK Q. PUBLIC [District Links](#)

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	Emergency	Attendance	General	Food Service	Survey
* Primary Phone: (920) 555-1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Family With JACK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please note that the **Primary Phone, Work, Cellular, and Home Email** shown under **My Skyward Contact Info** are the same pieces of information recorded in our Skyward student database. Changes you make on this screen are immediately recorded in both Skylert and the database used by Winneconne staff to call or email you individually.

/WService=wsEAplus/sfskylert001.w

JOHN Q. PUBLIC    My Account    Contact Us    Email History    Exit

**SKYWARD** Family Access    JACK Q. PUBLIC

Home  
ELEMENTARY ONLINE REGISTRATION  
Calendar  
Attendance  
Student Info  
Food Service  
Schedule  
Fee Management  
**Skylert**  
Health Info  
Login History

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

**My Skyward Contact Info**

Contact Info	Emergency	Attendance	General	Food Service	Survey
* Primary Phone: (920) 555-1234					
Family With JACK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone: (920) 555-1234					
Family With JACK	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phone: [ ] [ ]					
Family With JACK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: parent@gmail.com					
Family With JACK	<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 JACK

Phone Numbers	Emergency	Attendance	General	Food Service	Survey
Additional Phone 1: [ ] [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email Addresses	Emergency	Attendance	General	Food Service	Survey
Additional Email 1: [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Text Message Numbers	Emergency	Attendance	General	Food Service	
Phone 1: (920) 555-1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Phone 2: (920) 555-5678	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Save

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

Click the drop down menu to indicate the type of phone the number corresponds to

You may choose to have notifications sent via text message as well

You may add an additional phone number or email address to which the notification will be sent