

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 in the first family will be able to enter additional phone numbers and email addresses in all fields other than those in the "Primary Guardian" area.

Second families do not have access to Skylert in FamilyAccess. Therefore, we ask that the first family enter additional number on behalf of the second family if requested. These constraints are caused by software limitations not configurable by Winneconne Community School District.

1. Log.in.to.Family.Access.
2. Click the Skylert Link on the left side of the page.
3. If you wish to make changes, click the **Edit** button on the right side of the page.

SKYWARD FAMILY ACCESS

Student: School: MIDDLE SCHOOL Account Info Print Logout

Skylert

Skylert enables you to receive notifications concerning your child. You have control over which notifications to receive and how you would like to receive them.

Setup Parent Notification for **John Q. Public** :

Notifications for Primary Guardian: George Public	Receive Notification for:			Edit
	Emergency	Attendance	General	
Primary Phone: (517)555-1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Work Phone: (517)555-1000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cellular Phone: (517)555-9876	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Home Email: publicjq@haslett.k12.mi.us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Please note that the **Primary Phone, Work, Cellular, and Home Email** shown under **Notifications for Primary Guardian** 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 † staff to call or email you individually.

Skyward Family Access - Windows Internet Explorer
 https://famaccess.haslett.k12.mi.us/scripts/cgiip.exe/WService=wsFam/sfwmnu01.w

Student: **John Q. Public** School: **MIDDLE SCHOOL** Account Info Print Logout

SKYWARD FAMILY ACCESS

General Information
[Calendar](#)
[Student Information](#)
[Skylert](#)
[Gradebook](#)
[Message Center](#)
[Attendance](#)
[Schedule](#)
[Activities](#)
[Academic History](#)
[Health Information](#)
[Login History](#)

Skylert

Skylert enables you to receive notifications concerning your child. You have control over which notifications to receive and how you would like to receive them.

Setup Parent Notification for **John Q. Public** :

Notifications for Primary Guardian: George Public

		Receive Notification for:		
		Emergency	Attendance	General
Primary Phone:	(517)555-1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work	(517)555-1000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cellular	(517)555-9876	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home	publicjq@haslett.k12.mi.us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Receive Additional Notifications by Phone:

		Receive Notification for:		
		Emergency	Attendance	General
Additional Phone 1:		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Receive Additional Notifications by Email:

		Receive Notification for:		
		Emergency	Attendance	General
Additional Email 1:		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Receive Additional Notifications by Text Message:

		Receive Notification for:		
		Emergency	Attendance	General
Phone 1:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Undo Changes Back

Use the drop down arrow to select the notification preferences for each child

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

Update phone numbers and the home email address if necessary

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

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

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