

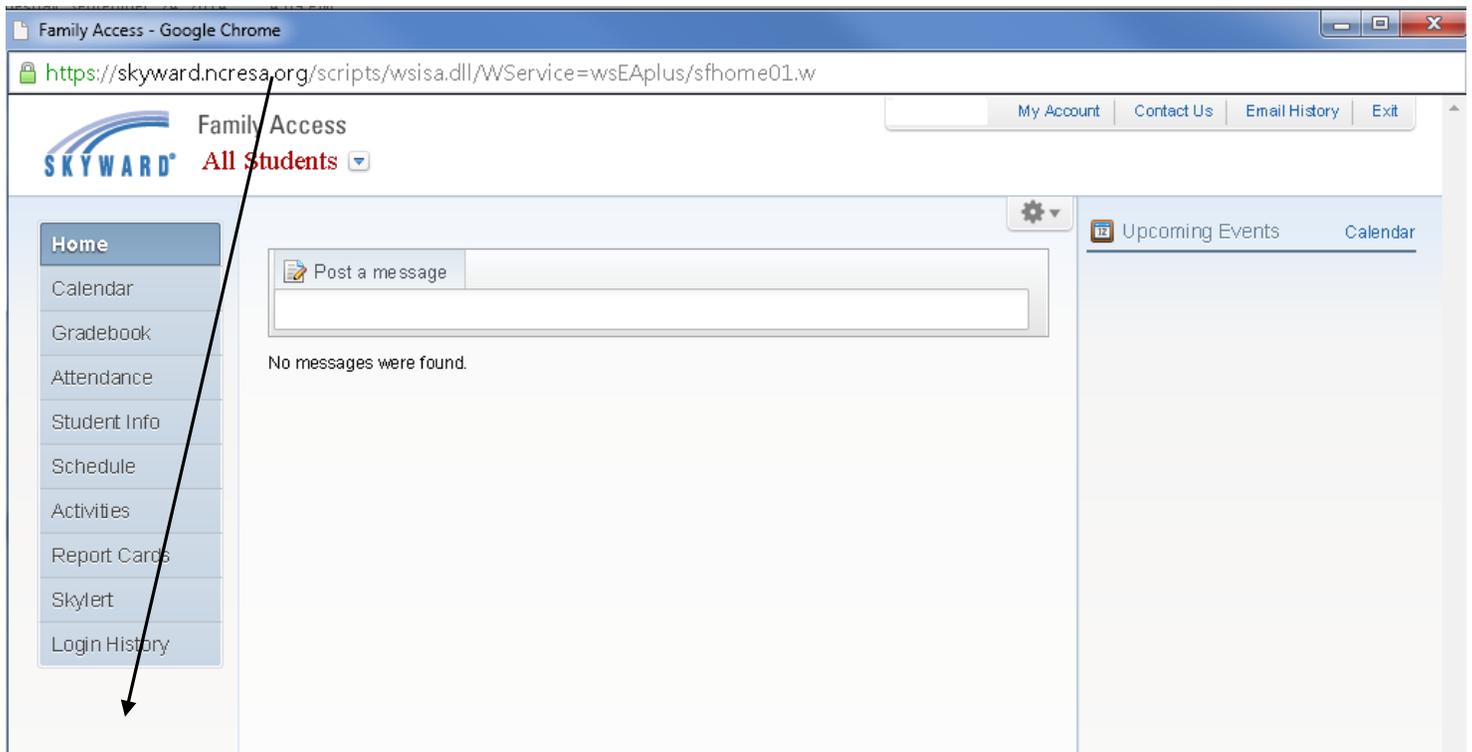
How to set up Skylert notifications in Skyward Family Access

Skylert is the district's automated notification system that provides emergency alerts, attendance notifications and other informational alerts via phone call, e-mail, social media, and/or SMS (text message). Parents/guardians have a great deal of control over how to receive these messages. This can be configured as shown in this guide.

To begin, you will need to login to Skyward Family Access [here](#) or by using the Skyward link on the [district's website](#).

Setting up Skylert options

After logging into your Skyward Family Access account 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 show below will be displayed. This shows your current settings for receiving notifications.

Family Access - Google Chrome
<https://skyward.ncresa.org/scripts/wsisa.dll/WService=wsEApplus/sfskylert001.w>
 My Account | Email History | Exit

SKYWARD Family Access

Home | Calendar | Gradebook | Attendance | Schedule | Report Cards | **Skylert** | Login History

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	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: (231) [] [] Family With	<input checked="" type="checkbox"/>				
Cell Phone: (231) [] [] Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: (231) [] [] Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: [] [] [] [] [] [] Family With	<input checked="" type="checkbox"/>				

Additional Contact Info for Family With

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Phone 1: [] [] [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Phone 1: (231) [] [] [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 2: [] [] [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Once in Skylert, you will have access to several fields. 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. Emergency notifications are only used in the event of an emergency situation such as a snow day or other situation where student safety could be at risk. Emergency notifications **CANNOT** be disabled for the Primary Guardian contact information. Emergency calls may be made any time of the day or night but will typically be made no earlier than 5:00AM nor later than 10:30PM.

Attendance notifications are sent when your child has been marked absent and the school has not received confirmation from the parent. Attendance calls are typically made at 9:30AM for the Elementary School and 6:00PM for the Jr/Sr High School.

General notifications are those relating to school events, practices, issues, etc. These may also include announcements such as a notification about a fund-raiser or extra-curricular activity. These are made typically between 8:00AM and 8:00PM.

There are also Food Service notifications that alert you when your student has a negative balance on their Food Service account. These currently are made on Tuesday and Thursday evenings , around 6:00PM after the evening attendance calls.

