

How to set up Skylert notifications in Skyward Family Access

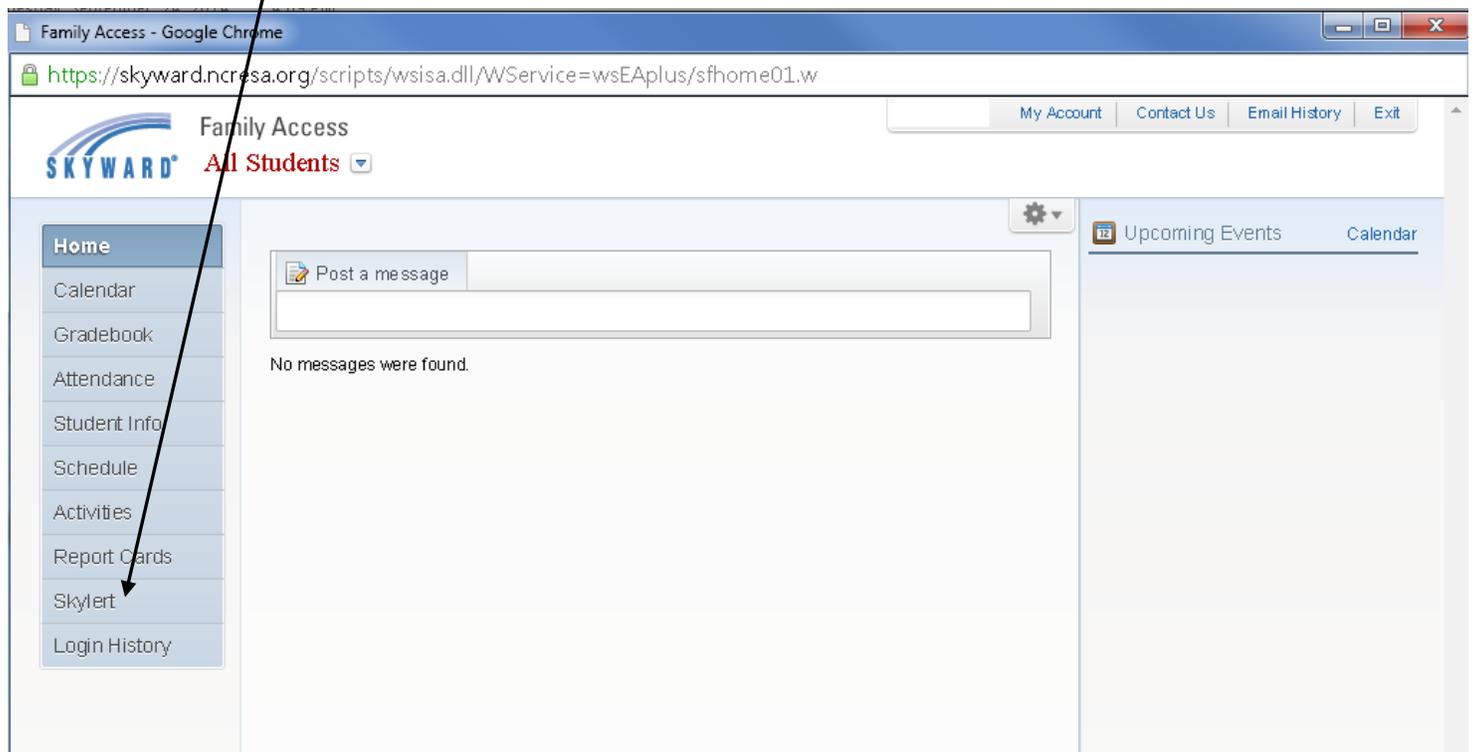
Skylert is the district's automated notification system that provides emergency alerts, attendance notifications and other informational alerts via phone call, e-mail, social media, and/or SMS (text message). Parents/guardians have a great deal of control over how to receive these messages. This can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

To begin, you will need to login to Skyward Family Access at www.newaygo.net under "Support Services."

If you don't have Skyward Family Access currently set up please download the form from <http://www.newaygo.net>

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

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.

Please note that the **Attendance notifications** option will not be utilized in all buildings and will not be implemented immediately. If/when we intend to use **Attendance notifications** in a specific building, we will notify parents.

General notifications are those relating to school events, practices, issues, etc. For example, if your child is on the basketball team, you may receive a notification that practice was cancelled or a game was postponed due to weather. These may also include targeted announcements such as a notification about a fund-raiser that will benefit the music program if your child is in band, etc. General notifications will typically be made during late afternoon or early evening (2:00-8:00PM).

To set options for which notifications you wish to receive, simply check the box in the appropriate column.

Family Access

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My Skyward Contact Info

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"/>
Additional Email 1: [] [] [] [] [] []	<input checked="" type="checkbox"/>				<input type="checkbox"/>
Text Message Numbers Phone 1: (231) [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Phone 2: [] [] [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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

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

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

If there is another phone number that needs to be called that doesn't appear in your other notification fields, you can add that to Additional Phone 1. When multiple phones are selected, the system will call each phone number, starting with the Primary Phone and continue through the list up to three times until it receives an acknowledgement that the message has been received. It is usually a good idea to have an emergency contact listed under the Additional Phone area in case none of your other phones are reachable.

By default, text messages are **NOT** sent. If you wish to receive text messages, enter your phone number where messages are to be received in the "Text Message Numbers" area. Enter *ONLY* numbers – no dashes, spaces, parenthesis or other characters.

If you want to add more phone numbers, email addresses or two text message (SMS) numbers, please log into Skyward Family Access as the other parent/guardian. Example: If you are logged into Skyward Family Access as the Mother, you'll log out after saving your modifications and log into Skyward Family Access as the Father and repeat to add more phone numbers, email addresses or SMS numbers.

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