

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 Family Access. Therefore, we ask that the first family enter additional numbers on behalf of the second family if requested. These constraints are caused by software limitations not configurable by Conrad Weiser Area School District.

To Edit Skylert Settings:

1. Log in to Skyward **Family Access**.
2. Click the **Skylert** link on the left side of the page.
3. Your Skylert settings will display. If you wish to make changes, click the **Edit** button on the right side of the screen.

The screenshot shows the Skyward Family Access interface in a Windows Internet Explorer browser. The address bar displays the URL: <https://famaccess.haslett.k12.mi.us/scripts/cgiip.exe/WService=wsFam/sfwmn01.w>. The page header includes the Skyward Family Access logo and navigation links: Student: Thomas J. Cook, School: MIDDLE SCHOOL, Account Info, Print, and Logout. The main content area is titled "Skylert" and contains the following text: "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." Below this is the "Setup Parent Notification for Thomas J. Cook:" section, which features a table of notification preferences for the Primary Guardian, Steven Cook. The table has columns for "Primary Phone", "Work Phone", "Cellular Phone", and "Home Email", and rows for "Emergency", "Attendance", and "General" notifications. Each row contains a checkbox indicating whether the notification is received. An "Edit" button is located to the right of the table. An arrow points from the "Edit" button in the instructions to the "Edit" button on the page.

Notifications for Primary Guardian: Steven Cook	Receive Notification for:			Edit
	Emergency	Attendance	General	
Primary Phone: (517)655-5410	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Work Phone: (517)339-6017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cellular Phone: (517)449-1005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Home Email: cooksl@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 Conrad Weiser Area School District 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: **Thomas J. Cook** | **MIDDLE SCHOOL** | Account Info | Print | Logout

Skylert

Skylert enables you to receive notifications from Skyward. You can choose to receive and how you would like to receive them.

Setup Parent Notification for **Thomas J. Cook**:

Notifications for Primary Guardian: Steven Cook		Receive Notification for:		
		Emergency	Attendance	General
Primary Phone:	(517)655-5410	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work	(517)339-6017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cellular	(517)449-1005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home	cooksl@haslett.k12.mi.us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons: Save, Undo Changes, Back

Receive Additional Notifications by Phone:

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

Receive Additional Notifications by Email:

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

Receive Additional Notifications by Text Message:

		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"/>

Callout Boxes:

- Use the drop down to select notifications for multiple siblings.
- Click save when changes are made.
- Click the drop down menu to choose the type of phone the number corresponds to.
- Do not check any General or Attendance boxes. These are not activated.
- Update phone numbers and email address as needed.
- You may also choose to have notifications sent via text messages.
- You may add additional phone numbers and email addresses to be notified.