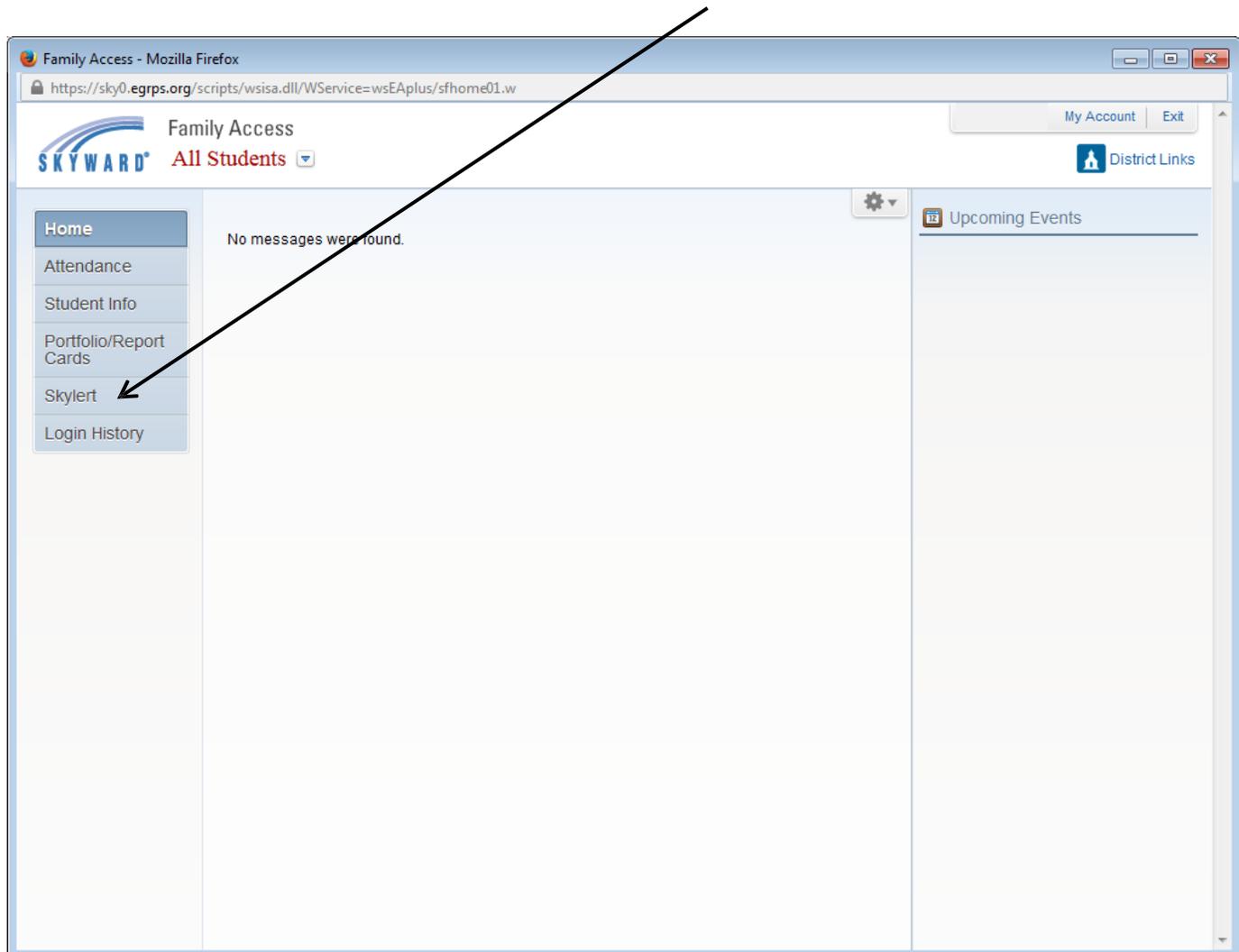# Setting up Skylert Notifications in Skyward Family Access

Skylert is the district's automated notification system that provides emergency alerts and attendance notifications via phone call, and e-mail. Parents/guardians have control over how to receive notifications, and they can be configured as shown in this guide.

To begin, you will need to login to your Family Access account. If you do not remember how to access your account, or do not know your account information, go to the Skyward Login: https://family.mason.k12.mi.us/scripts/wsisa.dll/WService=wsEAplus/seplog01.w and click "Forgot your Login/Password?" If you need assistance, please contact your school's main office.

Setting Up Skylert Options

After logging into your Skyward Family Access account, you should see a screen that looks similar to the example below. From here, click on the **Skylert** option on the left.

A Skylert screen similar to the one below will be displayed. This shows your current settings for receiving notifications.

The alert notification options are described below:

School Hours Emergency – **Any emergency that happens during the school day, including school closings or lockdowns.**

Non-school Hours Emergency – **Any emergency that happens before school starts or after the school day ends including school closings, delays, or lockdowns**.

Attendance – Attendance notifications will only be made when your child has been marked absent and the school has NOT received confirmation from the parent. The time of these calls will differ by school.

General – General notifications will ONLY be sent to the home email address. They include general information coming from the district, building, or teacher.

To modify notification options, simply check the box in the appropriate column.

If there is another phone number that needs to be called that doesn't appear in your notification fields, primary guardians 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 acknowledgment that the message has been received.