

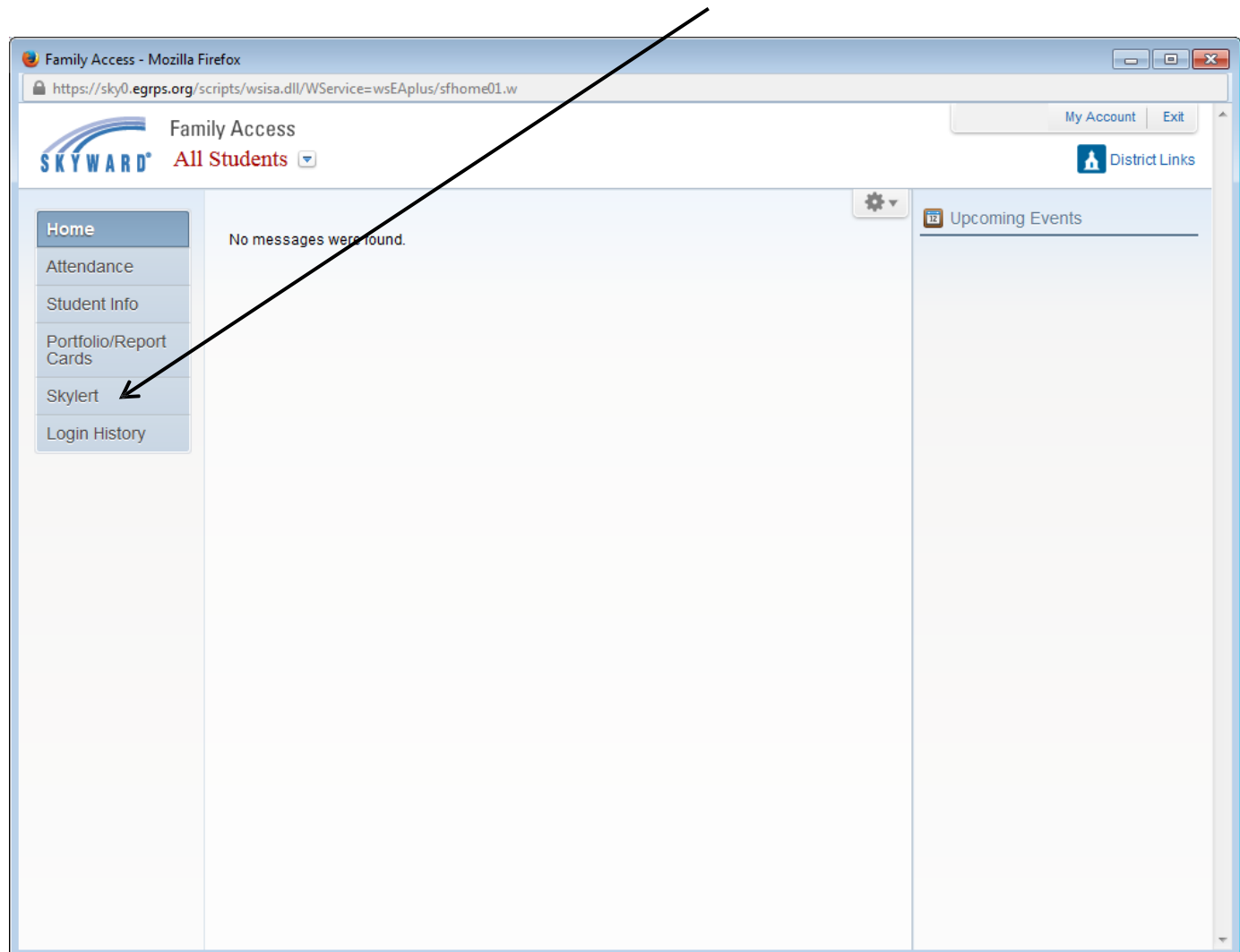
Setting up Skylert Notifications in Skyward Family Access

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=wsEApplus/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.

Family Access - Mozilla Firefox
 https://sky0.egrps.org/scripts/wsisd.dll/WService=wsEPlus/sfskylert001.w

Family Access
 SKYWARD
 My Account | Exit
 District Links

Home
 Attendance
 Student Info
 Portfolio/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.

Save

| My Skyward Contact Info | | School Hours Emergency | Attendance | General | Non-school Hours Emergency | Survey |
|-------------------------|----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Contact Info | | | | | | |
| * Primary Phone: | (616) <input type="text"/> | | | | | |
| | Family With | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cell Phone: | (616) <input type="text"/> | | | | | |
| | Family With | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work Phone: | (616) <input type="text"/> | | | | | |
| | Family With | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Home Email: | <input type="text"/> | | | | | |
| | Family With | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

| Additional Contact Info for Family With | | School Hours Emergency | Attendance | General | Non-school Hours Emergency | Survey |
|---|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Phone Numbers | | | | | | |
| Additional Phone 1: | <input type="text"/> <input type="text"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Email Addresses | | | | | | |
| Additional Email 1: | <input type="text"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Text Message Numbers | | | | | | |
| Phone 1: | <input type="text"/> <input type="text"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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.

Alert selections can be changed from the various fields and check boxes. Please note, primary phone and home email must be changed by contacting the school's main office

If you make any changes to any field within "Contact Info," be sure to click Save before leaving this screen

| My Skyward Contact Info | School Hours Emergency | Attendance | General | Non-school Hours Emergency | Survey |
|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Contact Info | | | | | |
| * Primary Phone: (517) [input] | | | | | |
| Family With [input] | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Cell Phone: (517) [input] | | | | | |
| Family With [input] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Cell Phone: (517) [input] | | | | | |
| Family With [input] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Home Email: [input] | | | | | |
| Family With [input] | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Secondary Guardians are not allowed to update the Primary Phone number

Additional Contact Info for Family With [input]

Save

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.