



# Skylert Application – Skyward Family Access

Skyward Family Access Desktop View

## Logging In

Log into Skyward by clicking here: [Skyward Family Access](#).

**NOTE:** The Skylert application is not available in the mobile app.

*\*If you do not know your Skyward Username and/or Password, click on the "Forgot your Login/Password?" It will prompt you to enter your email, you must use the email that is on file with the district. An email will be sent to you with a link that you must click on. By clicking on the link you will be directed into Family Access where you will see your user name and can then create a new password.*



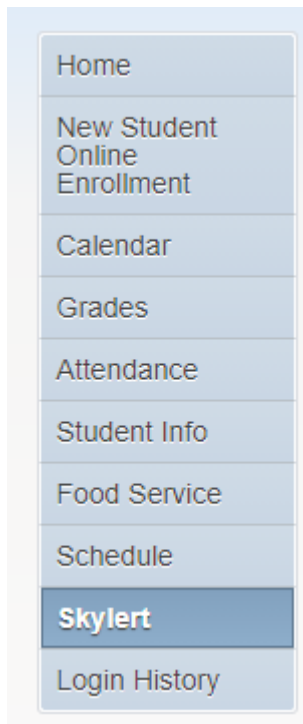
Included in this document:

- Accessing the Skylert Application
- Managing Family Contact Information

## Skylert Setup Information


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

1. Log into your Skyward Family Access account. 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.



Click 'Skylert' to start managing the contact information for your family.

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

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

Contact Info	Emergency	Attendance	General	Other	Sports/Activites	Survey	Another One
* Primary Phone: (554) 554-5554							
Family With Jon:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Phone: (554) 222-2222							
Family With Jon:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Phone:							
Family With Jon:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: abastascr@scramble.com							
Family With Jon:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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 Jon

Phone Numbers	Emergency	Attendance	General	Other	Sports/Activites	Survey	Another One
Additional Phone 1: (554) 233-3333	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 3:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 4:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 5:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 6:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 7:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 8:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 9:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The 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.
- **Survey** – Surveys will ONLY be sent to the home email address. To setup options for which notification you wish to receive, simply check the box in the appropriate column.

3. To setup options for which notification you wish to receive, check the box in the appropriate column. Once the district deploys SMS (text message) notifications, you will see an option for entering a phone number in the 'Text Message' field.

**Please note: You can also participate in this free service by sending a text message of "Y" or "Yes" to our school's short code number, 67587**

**Family Access**

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications you would like to receive them.

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

**You are able to change the phone numbers or email address on file with the district here.**

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: (616) [ ] [ ] 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) [ ] [ ] Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: (616) [ ] [ ] 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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 1: [ ] [ ] [ ] [ ] [ ] [ ]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Message Numbers Phone 1: [ ] [ ] [ ] [ ] [ ] [ ]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Enter mobile numbers here if you wish to receive Alert Text messages from the District**

**Use the additional phone and email fields to add other parent/guardian, emergency contacts, child care, etc that do not have an account**

**Save**

Screenshot courtesy of East Grand Rapids Public Schools