

SKYLERTS INSTRUCTIONS

Step 1.) Visit our district website at www.wilsoncreek.org

Step 2.) Log into Family Access

Step 3.) On your home page, look at the main menu on the left-hand side. Select the “Skylert” tab.

Step 4.) There you are able to verify the information that has been entered. Under the “Contact Info” the information has been locked and prepopulated with the information that was submitted during open enrollment. You may still choose whether you will receive notifications on these number/emails by removing or add a check mark.

Home
Calendar
Gradebook
Attendance
Student Info
Busing
Food Service
Schedule
Discipline
Academic History
Skylert
Health Info
Login History

My Skyward Contact Info		Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Survey
*Primary Phone:	<input type="text"/> <input type="text"/>						
	Family With <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cellular:	<input type="text"/> <input type="text"/>						
	Family With <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third:	<input type="text"/> <input type="text"/>						
	Family With <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email:	<input type="text"/>						
	Family With <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Primary Guardians are not allowed to update their Skyward Contact Info

Step 5.) The second half of the form is labeled “Additional Contact Info for the Family”.

Here you may enter any additional numbers, email and choose whether you want to have text alerts sent.

Additional Contact Info for Family With <input type="text"/>		Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Survey
Phone Numbers							
Additional Phone 1:	<input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Addresses							
Additional Email 1:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 2:	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 3:	<input type="text"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Phone 2:	<input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Step 6.) After you have made the proper changes to your account, please make sure to hit the save button in the upper right-hand corner.

****Note:** When you log into the Family Access your home page should place your account under “All Student”.  Ensure this is selected as you head to the “Skylerts” tab if you would like to update all students at the same time. You can select individual names if you would like different preference for each student.