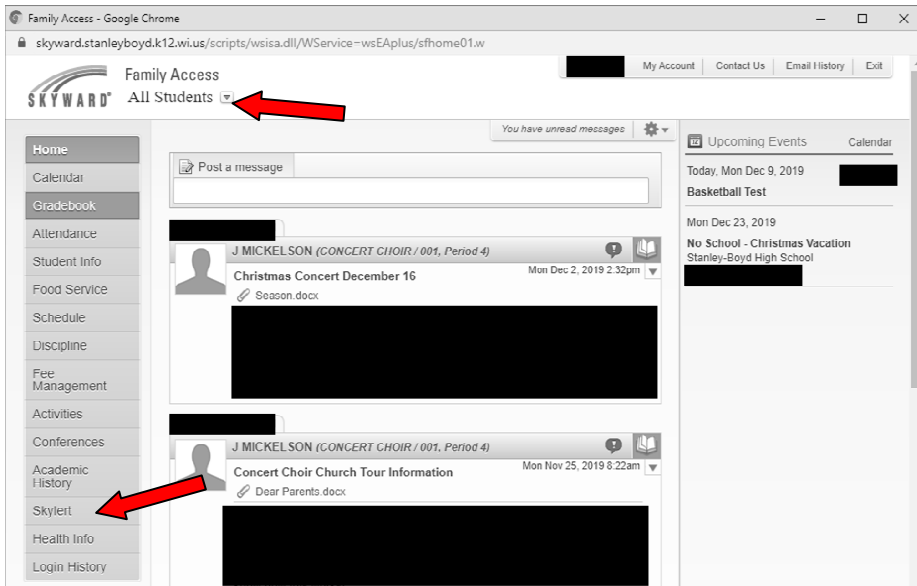
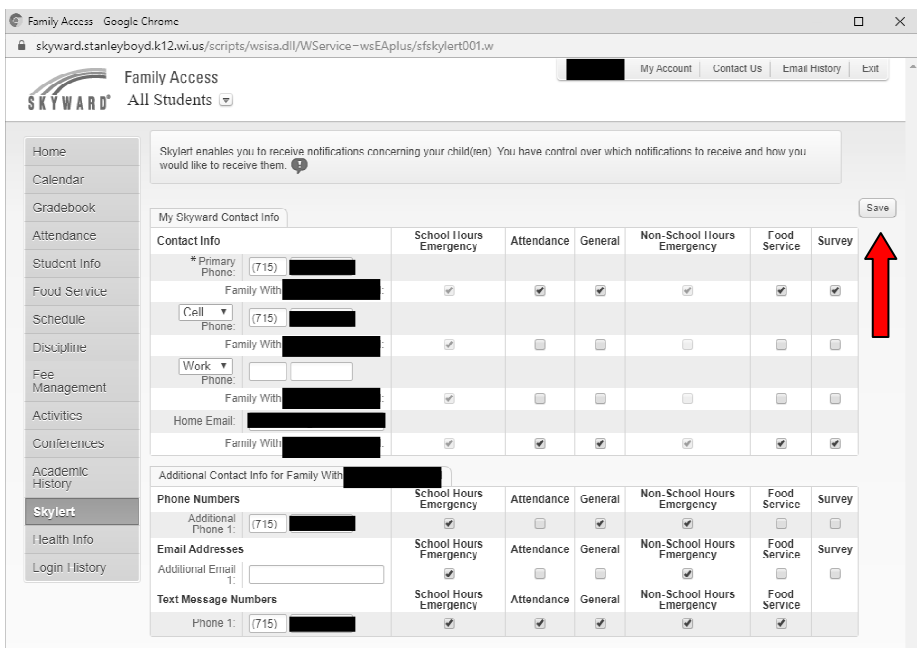


Usually, only the first guardian in a family has a login to Family Access.
 If you forgot your Skyward login or password, please contact your child's school office.



Once logged in to Family Access:
 Choose "All Students".
 Click the Skylert button on the left sidebar.



Enter your contact information.
 You can choose which notifications to receive and how you will receive them by checking or un-checking the appropriate boxes.
 Click on the "SAVE" button to save your changes!

Stanley Boyd does not allow you to opt out of "School Hour Emergency" notifications because we need to insure we are able to reach you should something happen during the school day.

| Type of Notification | Example Situation |
|---------------------------|--|
| Attendance | Student absent without note or parent call-in |
| Food Service | Low account balance |
| General | Pool is closed; Parent-Teacher Conferences tonight |
| Non-School Hour Emergency | School is canceled for the next day due to weather |
| School Hour Emergency | Dismissing early due to gas leak |
| Survey | Not used at this time |

TO RECEIVE NOTIFICATIONS VIA TEXT MESSAGE:

*standard message rates may apply.

The screenshot shows the 'My Skyward Contact Info' form. It includes sections for 'Contact Info', 'Additional Contact Info for Family With', 'Phone Numbers', 'Email Addresses', and 'Text Message Numbers'. Each section has a table with columns for 'School Hours Emergency', 'Attendance', 'General', 'Non-School Hours Emergency', 'Food Service', and 'Survey'. A 'Save' button is located at the top right of the form. A red arrow points to the 'Save' button. Another red arrow points to the 'Text Message Numbers' section, specifically to the 'Phone 1' field.

You must enter your cell number at the bottom of the page in the appropriate section.

Enter even if using the same number as "Primary Phone" or you will not receive text notifications.

To stop receiving text messages, simply delete the number or uncheck all the boxes.

Be sure to click on the **"SAVE"** button to save your changes!