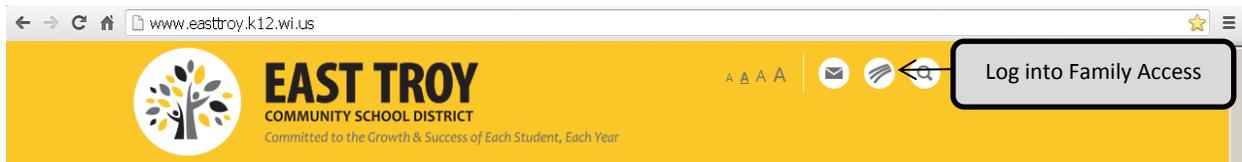


Editing Your Skylert Notification Preferences in Family Access



Steps to Obtain Family & Student Access Log On Information

1. Click 'Forgot your login or password?' on the login screen
2. Enter your email address in the space provided.
3. Click Submit
4. If your email matches the email address the district has on file, you will be sent an email containing your login and a link that can be used to reset your password. Be sure that your spam/junk filter is set to allow e-mails from skyward@.k12.wi.us

NOTE: The school district must have a matching email address on file for you to receive this log on information. To add your email address to the school's database, send it to dralis@eastroy.k12.wi.us along with your child's name and your name. If you do not have a valid email address, please contact Lisa Dragotta at 262.642.6720 x3225 to obtain your username and password.

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.

The screenshot shows a sidebar menu on the left with items like 'Schedule', 'Discipline', 'Test Scores', 'Fee Management', 'Activities', 'Student Services', 'Teacher Conferences', 'Academic History', 'Portfolio', 'Skylert', 'Health Info', and 'School Directory'. The 'Skylert' item is highlighted with a blue bar and a white arrow pointing to it from a black callout box containing the text 'Select Skylert'. The main content area displays a notification titled 'October is Bullying Prevention Awareness Month' with a date of 'Tue Oct 1, 2013 2:10p' and a quote: '"It isn't BIG to make others feel small."'. Below the notification, there is text about activities in the district for the month.

Note: You will not be allowed to *change* phone numbers or email from this screen. You must request changes via Family Access – Student Information – Request Changes for Student.

The screenshot shows the 'My Skyward Contact Info' form. It has a 'Save' button in the top right corner, highlighted with a white arrow. The form is divided into sections: 'Contact Info' and 'Additional Contact Info for Family With Student, Student'. The 'Contact Info' section includes fields for 'Primary Phone', 'Second', 'Third', and 'Home Email', each with a dropdown menu for 'Family With Student, Student'. There are checkboxes for 'Emergency', 'General', and 'Non-school Hours Emergency' for each phone number. The 'Home Email' field contains 'dralis@eastroy.k12.wi.us'. The 'Additional Contact Info' section has six rows for 'Additional Phone 1' through 'Additional Phone 6', each with similar dropdown and checkbox options. A black callout box with white text says: 'Make the appropriate changes, and click Save. Please allow for 1-2 days for your preferences to update.'