

## **Skyward Family Access (Skylert) Overview**

### **How to Set Contact options for Parents/Guardians**

#### **Overview**

This short tutorial demonstrates how a parent/guardian can elect the how they would like to be contacted by the Alpine School District in various situations. Skyward's Skylert feature allows a parent/guardian choose how to be contacted for five basic scenarios:

1. School Emergency (During school hours)
2. Daily Attendance calls
3. Contact for General Information (ie... general school broadcasts)
4. School Emergency (During Non-School hours)
5. Surveys (not currently used)

For each of these scenarios, a parent/guardian may elect to be contacted via phone, email or text. A parent/guardian may also add additional contact numbers or email addresses as well ('Additional Contact Info') for the five scenarios above.

#### **Instructions to select contact preferences:**

1. Login to Skyward (must use the Parent/Guardian account).
2. Click on 'Skylert' (Left hand menu).
3. Enter in phone numbers or email addresses as desired.
4. Check the boxes, as seen below, to elect/change how you desire to be contacted.
  - a. Note: All boxes are checked by default for Emergencies.
  - b. Note: You may select to be contacted for Attendance or General calls/emails.
5. Click on 'Save'.

#### **Instructions to 'Opt In' for Texting:**

Texting is now also available as you see below. A parent/guardian must enter their cell phone number in order to 'opt in' to receive texts.

1. Login to Skyward (must use the Parent/Guardian account).
2. Click on 'Skylert' (Left hand menu)
3. Insert your Cell phone number in the 'Text Message Numbers' area.
4. Check which methods for which you would like to receive texts.
5. Save.

See Picture Below

# Skylert Family Access Screen

- Home
- Student Information Update
- Arena Scheduling
- Calendar
- Gradebook
- Attendance
- Student Info
- Schedule
- Test Scores
- Graduation Requirements
- Academic History
- Portfolio
- 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**

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Primary Phone: (801) 7 71	<input checked="" type="checkbox"/>				
Family With / n:					
Cell Phone: (801) 8 5	<input checked="" type="checkbox"/>				
Family With A n:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone:					
Family With A an:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: p: @gmail	<input checked="" type="checkbox"/>				
Family With AI an:	<input checked="" type="checkbox"/>				

Additional Contact Info for Family With AI in

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Phone 1:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Addresses	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Email 1:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 2:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 3:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Phone 1: (801) 8 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>