

## Setting up Skylert Notifications in Skyward Family Access

Skylert is the district's automated notification system that provides general building and district communication, emergency alerts, attendance notifications, and school lunch account low balance notifications. Parents/guardians are able to determine whether they receive these messages via phone, email or text. Family Skylert preferences are configured in Skyward Family Access. Direct messages from individual teachers or staff members are not sent using the Skylert system.

### Logging In

To begin, you will need to login to Skyward Family Access, which every guardian has. If you do not remember how to access your account or do not know your account information, go to the [Skyward Family Access](#) Login page and click "Forgot your Login/Password?" If you experience any difficulties, contact your school's main office.

### Setting Up Skylert Options

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.

The screenshot displays the Skyward Family Access user interface. At the top, the browser address bar shows the URL: <https://skyward.cedarburg.k12.wi.us/scripts/wsisa.dll/WService=wsEPlus/sfhome01.w>. The page header features the Skyward logo, the text "Family Access", and a navigation menu with links for "My Account", "Contact Us", "Report History", and "Exit". Below the header, a left sidebar menu lists various application features: Home, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, Activities, Academic History, Portfolio and Reports, Skylert, Health Info, and Login History. A white arrow points to the "Skylert" menu item. The main content area includes a top bar with status messages: "You have unread messages" and "You are hiding messages" with a settings gear icon. On the right side, there is an "Upcoming Events" section with two entries: "Thu Nov 3, 2016 Quarter 1 Ends Webster Transitional School" and "Mon Nov 7, 2016 Quarter 2 Starts Webster Transitional School".

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



Home  
Gradebook  
Attendance  
Student Info  
Food Service  
Schedule  
Discipline  
Test Scores  
Activities  
Academic History  
Portfolio and Reports  
**Skylert**  
Health Info  
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.

My Skyward Contact Info Save

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Survey
* Primary Phone: <input type="text"/> : <input type="text"/> Family	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: <input type="text"/> <input type="text"/> Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: <input type="text"/> <input type="text"/> Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: <input type="text"/> Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Contact Info for Family With

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Survey
Additional Phone 1: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 2: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 3: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input 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	Food Service	Survey
Additional Email 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 2: <input type="text"/>	<input checked="" type="checkbox"/>	<input 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	Food Service
Phone 1: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 3: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 4: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

**Food Service** - Food service notifications are sent to families with a negative food service account balance or a low balance.

**Survey** – Currently, surveys will not be sent with Skylert notifications.

To set up options for which notification you wish to receive, simply check the box in the appropriate column.

By default, SMS text messages will NOT be sent. If you would like to receive text messages, be sure to enter your phone number under the “Text Message Numbers” field

and check the boxes of the types of text notifications you would like to receive. Enter only numbers – no dashes, spaces, parenthesis or other characters.

If there is another phone number that needs to be called that doesn't appear in your notification fields, you can add that to Additional Phone 1, 2 and 3. When multiple phones are selected, the system will call each phone number, starting with the Primary Phone and continues through the list up to three times until it receives an acknowledgement that the message has been received.

If you want to add another additional number, email address, or number for text messages, please have another parent or guardian log into Skyward Family Access to add the information.

### **Blocked Email/Unsubscribe**

When a parent or guardian chooses to Unsubscribe from emails received via the Skylert messaging system using the link at the bottom of an email received (shown below), all communication from the school and district will no longer be sent to the email address.

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Cedarburg School District would like to continue connecting with you via email. If you prefer to be removed from our list, please contact Cedarburg School District directly. To stop receiving all email messages distributed through our Skylert service, follow this link and confirm: [Unsubscribe](#)

Skylert is a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media.

Please contact your school office to re-subscribe to the district and school email.