



Wonderland Inc.

How to Update Contact Information and Set Contact Preferences in Family Access – Skyward

Please follow the process below to make changes to your contact information, set contact preferences and update Emergency Contacts.

Ensure that the phone numbers and emails in your Skyward Family Access account are current and correct.

Before you set your contact preferences, you are asked to ensure that the phone numbers and emails in the Skyward Family Access account are correct. Please Note: that each parent/guardian is asked to log into Skyward Family Access to complete this step.

1. Login to Skyward Family Access



2. Select "Student Info" on the left side of the page as shown below.

Please Note: If you need a Skyward Family Access account or have forgotten your username or password, please see the attached instructions titled "Forgot my Skyward Family Access Login or Password".

skyward.lscorp.ci	an/scripts/wsisa.dll/WService+wsedustcloudme/sthome01.w				
Fa	mily Access	Test	feel My Account	Drail H	stary Dat
THARP S	tudent Test			٨	District Link
		۰.	Upcoming I	ivente .	Calend
me	Post a message		-		
w Studient Linio rolitment					
éne Forma	Missing Email Address!	Q			
lendar	You currently do not have an email address entered. Either go to your Account to enter one or click the checkbox helps if you wish to not provide an email address of this time.				
sdebook	Do not record an Email Address				
endance 🏓	An Online Form is now available to fill out	0			
ident linfo	Student Device Agreement is now available to fill out at Apolio High School, yet has not				
sing	Fill out Online Form for Student. It is due by 05-29-2020.				
od Service	No messages were found.				
hedule					
ut Scores					
e agement.					
byties.					
ademic Nory					
rt/ošo					
yiort					
alth Info					

3. Select "Request Changes for (student name)" link in the upper-right corner of the screen as shown below.



4. From the drop-down menu, choose "Family Information".



5. Once you have selected **"Family Information"**, it will display the pop up box below. Please update phone numbers and home email address as needed and select **"Save"**.

SETWART S	mily Access tudent Test	Test Sest My Account Ernal History Exit
Home New Chatest	Student Information Student Test	Repuest Changes for Student
Online Enrolment	Call: (817) 766-7777 (Test Test)	Apolo Nigh School Phone: (320) 375-859 Principal: Alicia Fischer Contr. (4. Sinter Arian School)
Online Forms	Family Information for Student Test	2
Gradebook	Family Options *Home Language: English	Receive a Paper Copy of Report Card
Attendance	Guardan Number: 1	y Phone: (617) 766-7777 Eat
Student info Busing	Name: Test Custofial Relationship	Confidential Long Distance
Food Service	Employer.	B Ex
Test Scores	Hone Erral	
Fee Management	(*) indicates a required tield.	2 3 5mm
Activities		
Academic History		
Portfolio		
Health Info		
Login History		

Set Contact Preferences.

Now that you have confirmed your phone numbers and home email address, we ask that you set your preferences for how you would like to receive phone calls, emails, and text messages from the district and/or your child's school. When a message (phone, email or text) is sent by the district or school, the message will be categorized in one of six ways. Those message types are described in the chart below:

Emergency	Used to communicate only emergencies (i.e. Covid-19 updates, school				
	closures, evacuations, fire, bomb threats, etc.)				
Attendance	Used for communications about students' attendance				
General	Used for general announcements (i.e. meetings, test scores, curriculum				
	information, parent workshops, etc.) and requests for parent participation in				
	surveys.				
Non-School Hours	Used to communicate non-school hour emergencies (after school activities,				
Emergency	school events, etc.)				
Food Service	Used to communicate a low or negative lunch account balances.				
Survey	Used to communicate surveys, district also uses other measures to				
	communicate surveys as needed.				

You will be asked to set your contact preferences for each of the six message types described above.

Please Note: EACH parent/ guardian must log into Skyward Family Access to select his/her own contact preferences. These are not family preferences - they are individual to each guardian.

IMPORTANT! Not all messages sent out from the school or district are sent via both cell phone and email. When setting preferences, it is highly recommended that you check at least one cell phone number AND one email for all message types. Otherwise, you may not receive important information.

1. Once logged into Skyward Family Access, select "Skylert" on the left side of the page as shown below.



2. Once you have selected, "Skylert", the screen below will show.

Update your information under "Contact Info" - this is will be considered your primary contact information.

udent Test							L Distric
Skylert enables you	to receive notifications con	cerning your cl	hild(ren). You h	ave control or	ver which notifications to reco	eive and how you	
would ske to receive	i mem. 🎔						
My Skyward Contac	t Info				Non-school Hours	Food	
Contact Info		Emergency	Attendance	General	Emergency	Service	Survey
* Primary Phone:	(999) 999-9999 Eamly With Student						
Home 🖸		۲					
Phone:	[19.94] [3.9.9.9.9.9						
Work	Pamily with Student:	×			×		
Phone	(888) 888-8888						
Mana Paral.	Family With Student:	2			2		
Plone cmar.	Family With Student:		•	•	2		
Additional Contact In	to for Family With Student						
Phone Numbers		Emergency	Attendance	General	Non-school Hours	Food	Survey
Additional Phone		0			2		
Additional Phone							
Additional Phone 3:					0		
Additional Phone							
Additional Phone		0			0		
Additional Phone							
	Useffit Test Syder tarbies you would be breaked by you fit you	Local test Superior tests Superior tes	Addition (Prog				Additional Prog Carles to Pranty Web Builders Carles to Pranty Web Build

3. In addition to the emails and phone numbers associated with your primary contact information, you have the option of adding additional phone numbers, emails, and text messaging numbers in Skylert. If you'd like to add additional contact information, please do so in the section titled **"Additional Contact Info for Family...."** as shown below.

Please Note: you must designate any phone numbers you'd like to use for receiving text messages. The numbers included under "Phone Numbers" will not be texted automatically, even if they are cell phone numbers. You must specifically include phone numbers to be used for texting under the **"Text Message Numbers"** section of this page.

Schedule		Family With Student:	2			2		
Test Scores	Additional Contact In	fo for Family With Student						
Foo	Phone Numbers		Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Survey
Management	Additional Phone 1:		2					
Activities	Additional Phone 2:		•			•		
Academic History	Additional Phone 3:		•			•		
Portfolio	Additional Phone 4:		•			•		
Skylert	Additional Phone 5:		2			•		
Health Info	Additional Phone 6:		•			•		
i lealur li lio	Additional Phone 7:		2					
Login history	Additional Phone 8:							
	Additional Phone 9:		2					
	Email Addresses		Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Survey
	Additional Email 1:		•	•	•	2		
ell phone	Additional Email 2:		2	•	8	0	0	
umber listed	Additional Email 3:		•	•	•	2	•	
ere to	Additional Email 4:		2	•	•	2		
eceive text	Additional Email 5:		2			2		
nessages.	Additional Email 6:		2			2		
	Additional Email 7:		2			2		
	Text Message Numb	iers	Emergency	Attendance	General	Non-school Hours Emergency	Food Service	
	Phone 1:	(617) 766-7777	2	•	•	2		
	Phone 2:				•	•		
	Phone 3:		2			2		
	Phone 4:							

4. Once your preferences are selected, click "Save" to submit your selections.



REMINDER: If your phone numbers or email addresses change in the future – please make sure to update Family Access > Skylert Preferences

At any time, you can log back into Skyward Family Access to make changes via the Skylert tab. Please remember that EACH parent/guardian must log in to select and update preferences. As stated above, these are not family preferences - they are individual to each guardian.

Change or Add Emergency Contacts in Skyward

