

How to Change Skyward Notification Preferences

Email

1. Log into Skyward and select 'Skylert.'
2. In the 'Primary Phone' and 'Home Email' section, please select which of the categories you'd like to receive alerts from and de-select any you'd prefer not to receive messages from.

The screenshot shows the 'Skylert' settings page in Skyward Family Access. The page title is 'Skylert' and it includes a 'Save' button. The 'Skylert Information' section states: '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.' Below this is a table for 'My Skyward Contact Info' with columns for 'Contact Info', 'Emergency', 'Attendance', 'General', 'Athletics News', 'Fine Arts News', and 'Survey'. The 'Primary Phone' and 'Home Email' rows are circled in red. The 'Primary Phone' row has checkboxes for Emergency, Attendance, General, Athletics News, Fine Arts News, and Survey. The 'Home Email' row has checkboxes for Emergency, Attendance, General, Athletics News, Fine Arts News, and Survey.

Contact Info	Emergency	Attendance	General	Athletics News	Fine Arts News	Survey
* Primary Phone: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Text

1. Log into Skyward and select 'Skylert.'

The screenshot shows the 'Account Settings' page in Skyward. The 'Email Notifications' section is highlighted with a red circle. It includes options for receiving notifications via Email, Wall Message, or Email and Wall Message. The 'Receive Grading Emails for my student(s)' option is checked, and the 'Receive Progress Report Emails for my student(s)' option is also checked. The 'Weekly (every Saturday)' frequency is selected for the progress reports.

Account Settings

Home Email: [Redacted]
School Email: [Redacted]
Phone: [Redacted] Ext: [Redacted]
Cell Phone: [Redacted] Ext: [Redacted]
Phone: [Redacted] Ext: [Redacted]
Family Access Login: [Redacted]
Password Last Changed: [Redacted]

I'm Using a Screen Reader
 Outline Links When Focused

Address (Mailing Address)

Street Number: [Redacted] Street Dir: [Redacted] Street Name: [Redacted]
SUD: [Redacted] #: [Redacted] P.O. Box: [Redacted]
Address 2: [Redacted]
Zip Code: 76063 Plus 4: [Redacted] City/State: Mansfield, TX
County: [Redacted]

Email Notifications

Receive Daily Attendance Notifications for my student(s) by
 Email Wall Message Email and Wall Message

Receive Grading Emails for my student(s) [?]
Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):
Low: 75.00 High: 95.00 for [Redacted]

Receive Progress Report Emails for my student(s)
 Daily Weekly (every Saturday) Monthly (1st of each month)

2. Under the 'Text Message Information' section, make sure you only have the boxes clicked that you would like. If you only want emergency messages to be sent to your phone, de-select any of the other categories.

- Home
- New Student Online Enrollment
- Calendar
- Gradebook
- Attendance
- Student Info
- Schedule
- Fee Management
- Graduation Requirements
- Endorsements
- Report Cards
- Skylert
- Health Info
- Login History

Skylert

Skylert Information

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	Emergency	Attendance	General	Athletics News	Fine Arts News	Survey
* Primary Phone: [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone: [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Phone: [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: [REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Text Message Information

In order to receive text message notifications you must opt in by entering your cell phone below. Standard messaging and data rates may apply.

Text Message Info for Family With [REDACTED]

Text Message Numbers	Emergency	Attendance	General	Athletics News	Fine Arts News
Phone 1: [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2: [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 3: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Contact Information

These fields are housed only in School Messenger, not Skyward.

Text Message Information

