Setting up Skylert Notifications in Skyward Family Access

Definitions

Skylert/SchoolMessenger: the district's automated notification system that provides **EMERGENCY** alerts via phone call, email, and/or SMS (text message).

*Skylert*: the area of Skyward Family Access where you can configure your notifications.

SchoolMessenger: the system we use to broadcast the notifications. This guide can be used to configure your preferences.

Set-up Directions

To begin, you will need to login to your Family Access. The link for our district can be found here: HHASD Skyward Family Access. You can bookmark it for quick reference. If you do not remember how to access your account or do not know your login information, please contact the school for help.

Setting Up Skylert Options

After logging in to 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.
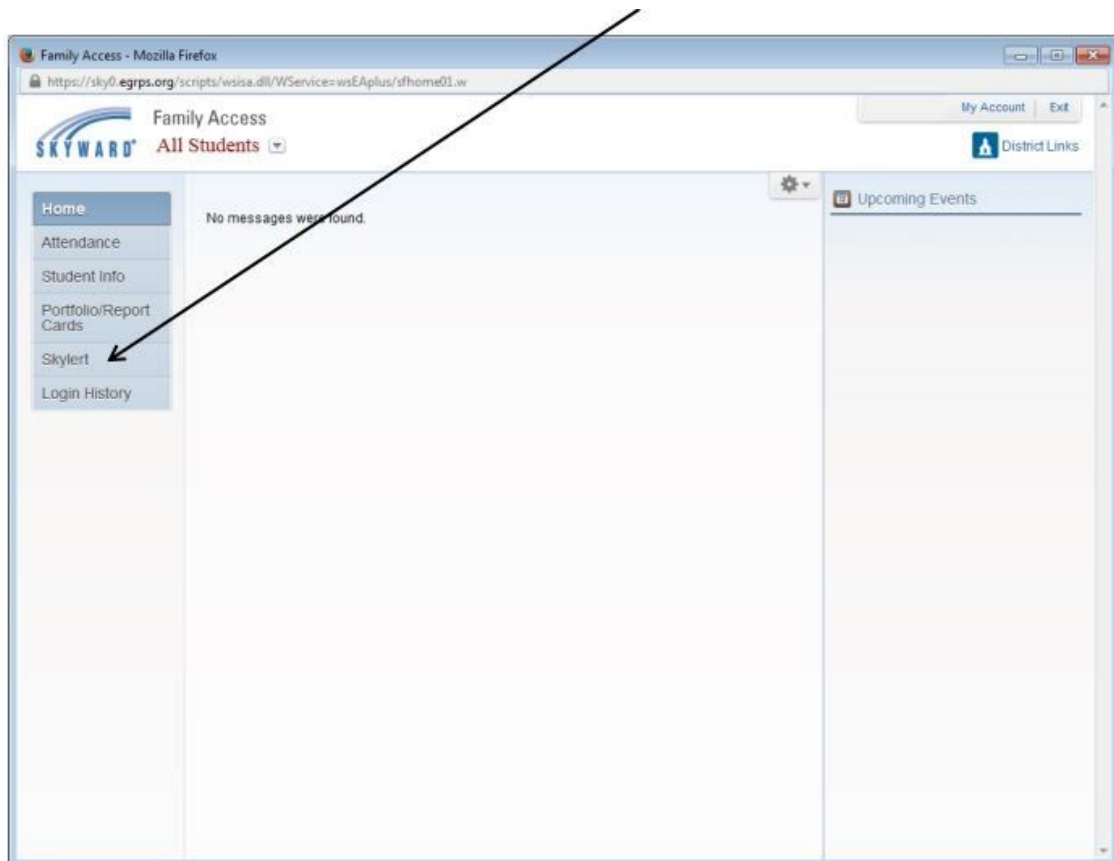
A Skylert screen similar to the one below will be displayed. This shows your current settings for receiving notifications.
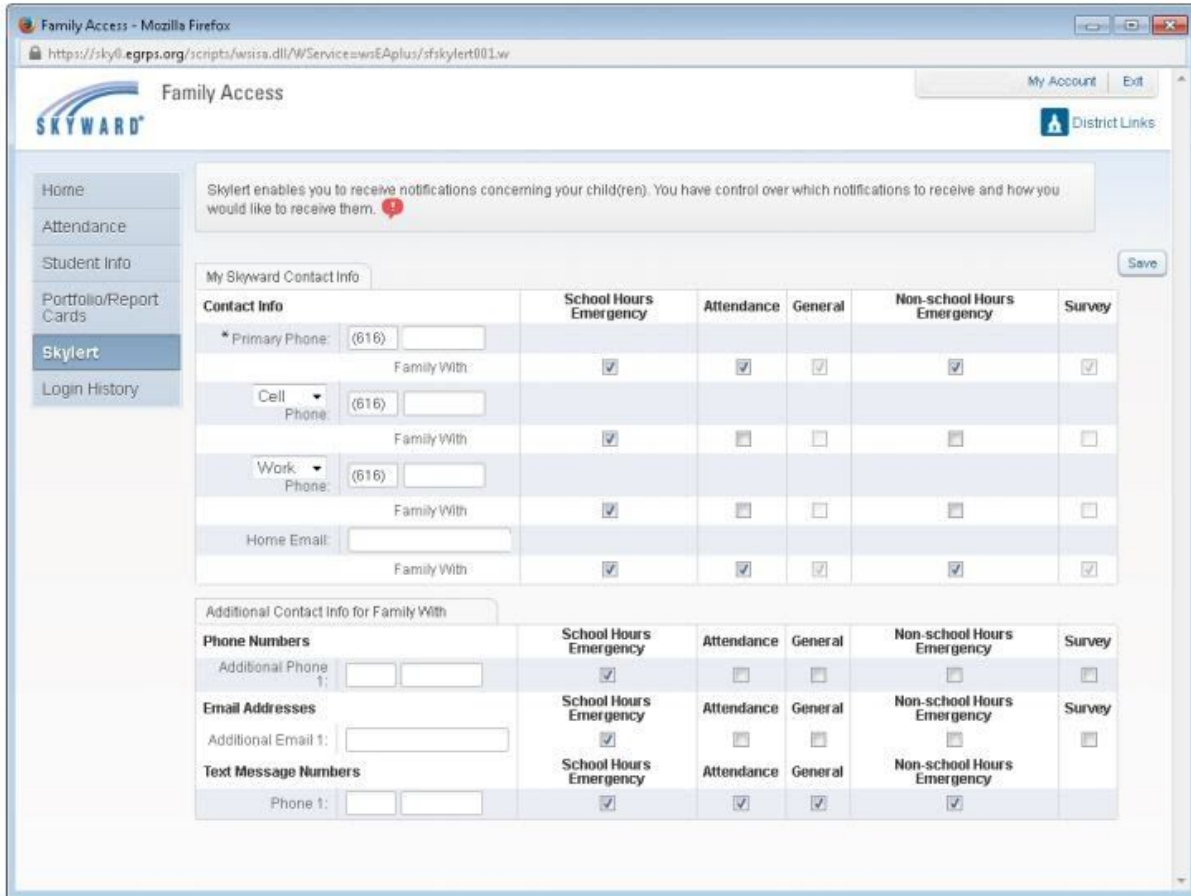
The options are described below:

School Hours Emergency	Non-School Hours Emergency	Attendance	General	Survey
NEW FEATURE	**NEW FEATURE**	**We will NOT be utilizing this feature** at this time.	**We will NOT be utilizing this feature** at this time.	**We will NOT be utilizing this feature** at this time.
Any emergency that happens during the school day, including school closings or lockdowns.	Any emergency that happens before school starts or after the school day ends, including school closings, delays, or lockdowns.	Calls parents/guardians when a student is absent, but the school has not been notified (Unexcused Absence).	General information from the district, building, or teacher.	Sends survey requests to the home email address.

To set up options for which notifications 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, parentheses, 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. 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/guardian log into Skyward Family Access to add the information.