

Skylert: Family Setup

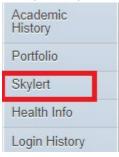
What is Skylert

ECASD uses Skylert as one method to communicate with families. Skylert enables you to receive notifications concerning your student(s). You have control over which notifications to receive and how you would like to receive them. For more information, contact IT411 (852-3411).

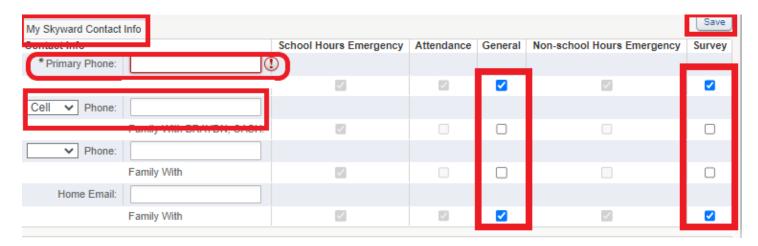


Signing Up for Skylert

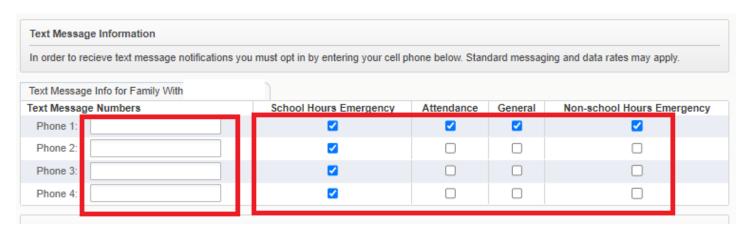
1. Log in to your Skyward Family Access account and click on the **Skylert** option on the left-hand side.



- 2. Click on all notification options (School Hours Emergency, Attendance, General...) you would like to receive *Make sure the phone numbers are correct.
 - a. School Hours Emergency, Attendance and Non-School Hours Emergency are **required** categories for the **My Skyward Contact** info area; you will not be able to uncheck them.



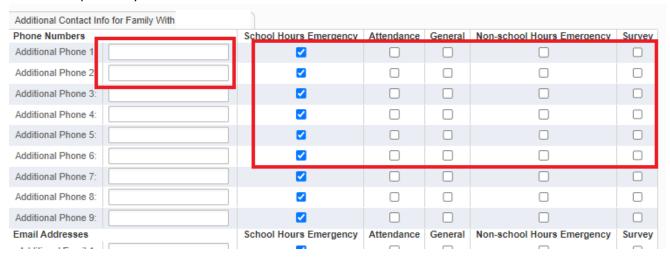
b. Update **Text Message** Notification Preferences





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c. Update any Additional Contact Information



3. Be sure to click the **Save** button before you exit.