



Skyward Family Access: Email and Phone Notifications (Skylert)



Setting and Changing Preferences

Log in to the desktop version of Skyward. [Link](#)

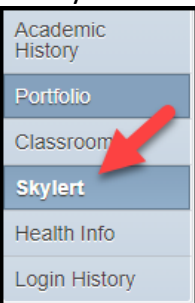
Once logged in, click **My Account** in the top right-hand corner. Set your email preferences at the bottom of the screen. You change your email, phone number, or address. However, the primary home address change will need to be approved by the school personnel. You must provide the school with proof of residency. You can also change your Skyward password.

The screenshot shows the Skyward Family Access interface. At the top right, there are navigation links: Putula Pig, My Account, Contact Us, Email History, and Exit. A red arrow points to the 'My Account' link. Below the navigation is a 'District Links' button. On the left is a sidebar menu with options like Home, New School Enrollment, Online Emergency Form, etc. The main content area is titled 'Account Settings' and contains several sections:

- Account Settings:** Fields for Email, Phone (352-4-...), and Ext. A red box highlights these fields. A red arrow points to the 'Save' button.
- Family Access Login:** Fields for Family Access Login (putula.pig) and Password Last Changed (02/25/2021). A red arrow points to the 'Change Password' button.
- Address (Mailing Address):** Fields for Street Number, Street Dir (E), Street Name (C...), SUD, #, P.O. Box, Address 2, Zip Code (3...2), Plus 4, City/State (I...L), and County (Citrus County). A red box highlights this section.
- Address Preview:** A preview of the address information.
- Email Notifications:** Options to receive daily attendance notifications (Email, Wall Message, or both) and grading emails. A red box highlights this section.
- Hide Students:** Checkboxes for Buggs Bunny, Elmer Fudd, and Petunia Pig.

Skylert

Skylert enables parents/guardians to receive notifications concerning their child(ren). Login to your Skyward Family access and locate the tab on the left side of the screen titled Skylert.





Skyward Family Access: Email and Phone Notifications (Skylert)



Through Family Access, a guardian can set up the capability to receive these messages, including what types they would like to receive, and what phone numbers or e-mail addresses to use.

- Home
- New School Enrollment
- Online Emergency Form
- Online Forms
- Arena Scheduling
- Calendar
- Gradebook
- Attendance
- Student Info
- Schedule
- Discipline
- Test Scores
- Fee Management
- Activities
- Graduation Requirements
- Academic History
- Portfolio
- Classroom
- 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.

My Skyward Contact Info Save

| Contact Info | Emergency | Attendance | General | Non-school Hours Emergency | Survey |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| *Primary Phone: 352-333-3333 Family With Elmer, Petunia, Buggs: | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Phone: <input type="text"/> Family With Elmer, Petunia, Buggs: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Phone: <input type="text"/> Family With Elmer, Petunia, Buggs: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Home Email: <input type="text"/> Family With Elmer, Petunia, Buggs: | <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 Elmer, Petunia, Buggs

| Text Message Numbers | Emergency | Attendance | General | Non-school Hours Emergency |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Phone 1: 352-333-3333 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Phone 2: <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Phone 3: <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Additional Contact Information

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

Additional Contact Info for Family With Elmer, Petunia, Buggs

| Phone Numbers | Emergency | Attendance | General | Non-school Hours Emergency | Survey |
|--|--------------------------|--------------------------|--------------------------|----------------------------|--------------------------|
| Additional Phone 1: <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Email Addresses | Emergency | Attendance | General | Non-school Hours Emergency | Survey |
|--|--------------------------|--------------------------|--------------------------|----------------------------|--------------------------|
| Additional Email 1: <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2 | Page CITRUS COUNTY SCHOOL BOARD Created 11/07/2022