# Setting up Skylert Notifications in Skyward Family Access

Skylert is the district's automated notification system that provides emergency alerts and attendance notifications via phone call, e-mail and/or SMS (text message). Parents/guardians have a great deal of control over how to receive these messages. This can be configured as shown in this guide.

To begin, you will need to login to your Family Access, which every guardian has. If you do not remember how to access your account or do not know your account information, go to the Skyward Login page at www.lakewoodps.org Resources - Skyward Student/Family Access and click "Forgot your Login/Password?" If you experience any difficulties, contact your school's main office.

Setting Up Skylert Options

After logging into 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.
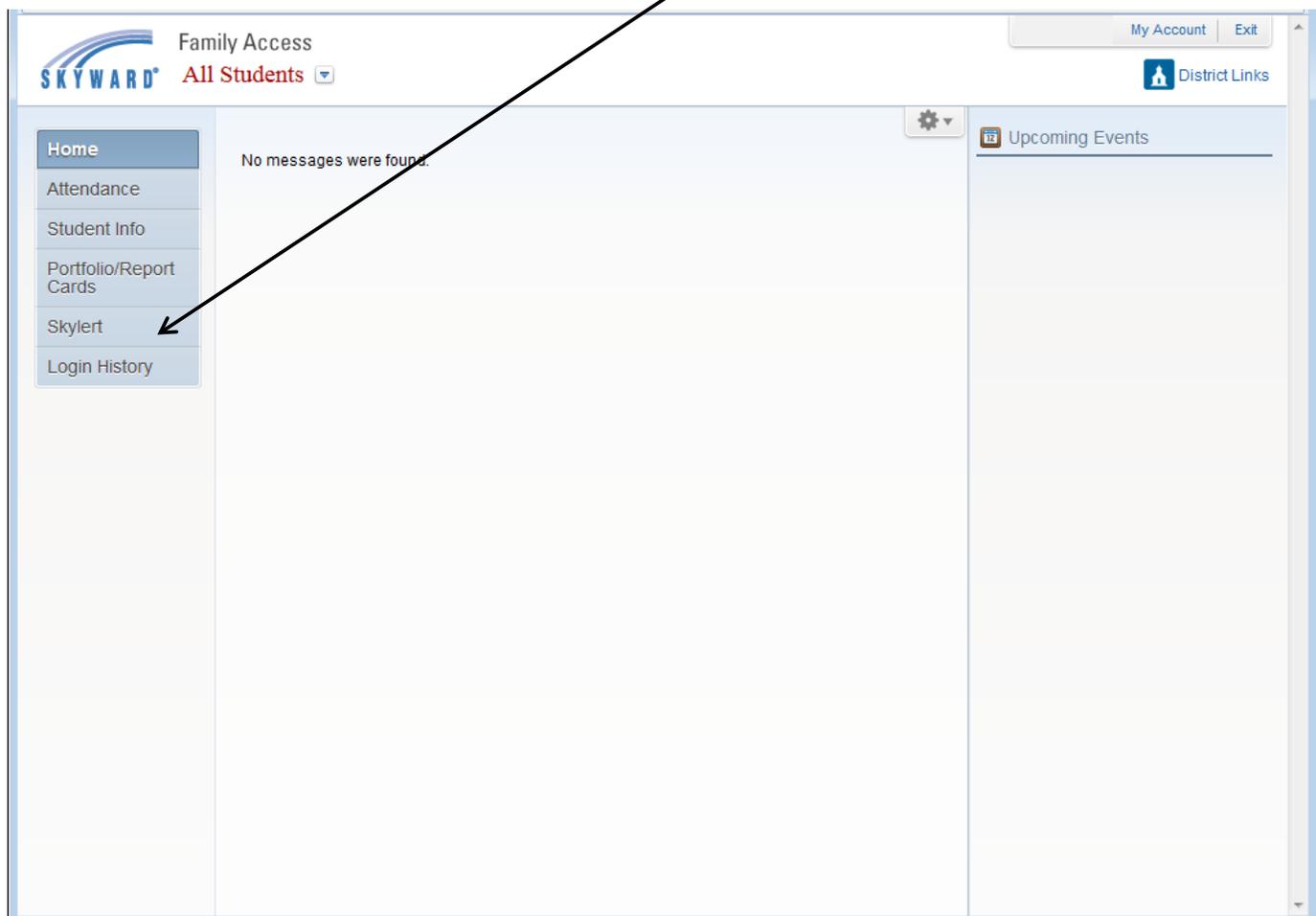
A Skylert screen similar to the one below will be displayed. This shows your current settings for receiving notifications.

The options are described below:

School Hours Emergency – Any emergency that happens during the school day, including school closings or lockdowns.

Non-school Hours Emergency – Any emergency that happens before school starts or after the school day ends including school closings, delays, or lockdowns.

Attendance – Attendance notifications will only be made when your child has been marked absent and the school has NOT received confirmation from the parent. The time of these calls will differ by school.

General – General notifications will ONLY be sent to the home email address. They include general information coming from the district, building, or teacher.

Survey – Surveys will ONLY be sent to the home email address.

To setup options for which notification 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, parenthesis 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 or guardian log into Skyward Family Access to add the information.