

# How to manage Skylert notifications in Skyward Family Access

Skylert is the district's automated notification system that provides emergency alerts, notifications and other informational alerts via phone call, email, 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 below.

To begin, log in to your account by visiting [www.spartan.org](http://www.spartan.org) and clicking Skyward Family Access. Every guardian has access to a Family Access account. If you do not remember or have not signed up for an account, click the Skyward Family Access link on our website, then click "Forgot your Login/Password". For further assistance, contact your child's school.

The screenshot displays the Skyward Family Access user interface. On the left is a vertical sidebar menu with various navigation options. The 'Skylert' option is highlighted with a red rectangular box. An arrow points from this box to a text box on the right. The main content area shows a message from Sparta High School Reality Store. On the right side, there is a 'Calendar' section with a list of upcoming events.

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You have unread messages You are hiding messages

Post a message

**An Online Form is now available to fill out**

Chromebook User Agreement 2020 is now available to fill out at Sparta High School, yet has not been completed for It is due by 06-06-2020. Fill out Online Form for

**Sparta High School Reality Store** Tue Feb 4, 2020 7:12am

Greetings students, parents and guardians,

The Sparta High School Reality Store will be held on Tuesday February 11th this year. Most juniors and a few seniors will be participating. The Reality Store is a personal finance simulation where the students participate in a simulated "game of life." We have many volunteers from the community coming in to work with our students to man different stations representing various life events and key life components, such as banking and real estate.

This experience is challenging and exciting for everyone who participates. To enhance the experience I have attached a sheet that includes reminders for the student participants.

Please reference the reminder at SHS next to Ms. Buika's room so that you as a student, are

Remember to dress professional

If you have any questions please

**Upcoming Events** Calendar

Today, Tue Feb 4, 2020

**Daily Participation**

Today, Tue Feb 4, 2020

**Drawing Organic Compounds**

Today, Tue Feb 4, 2020

**Hydrocarbons Quiz**

Thu Feb 6, 2020

**Daily Participation**

Fri Feb 7, 2020

**Daily Participation**

Mon Feb 10, 2020

**Daily Participation**

Mon Feb 17, 2020

**NO SCHOOL**  
Sparta High School

Log in to your Family Access account. Then, click on the **Skylert** option on the left.

Phone numbers listed here will receive phone calls and voicemails only. Not text messages!

Call your child's school to update these phone numbers.

Check the boxes for the types of communication you want to receive at each phone number and email address.

Don't forget to save when you're done.

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SkyAlert

My Skyward Contact Info

Contact Info

	Emergency	Attendance	General	Food Service	Survey
* Primary Phone: [ ] [ ] Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cellular: [ ] [ ] Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third: [ ] [ ] Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: [ ] Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

\*\*Primary Guardians are not allowed to update their Skyward Contact Info\*\*

Additional Contact Info for Family With

Phone Numbers  
Additional Phone 1: [ ] [ ]

Email Addresses  
Additional Email 1: [ ]

Text Message Numbers  
Phone 1: [ ] [ ]  
Phone 2: [ ] [ ]

Emergency Attendance General Food Service Survey

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save

You may edit the Text Message Numbers yourself online.

**This area MUST be filled out in order to receive text messages.**

Call your child's school to update your email address.