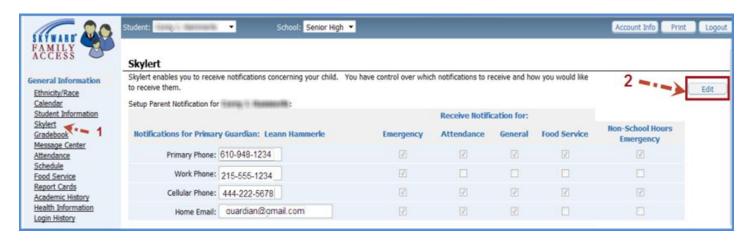# Skylert -- Spring-Ford's Family Contact Service via Telephone, E-Mail and Text Messages

**IMPORTANT - PLEASE READ:** Families can determine which phone numbers, and which e-mail accounts receive certain types of communications. Guardian(s) will be able to make changes to the **Skylert** information in **Skyward Family Access**.

## Editing Skylert Settings

Log in to **Skyward Family Access** through **www.spring-ford.net | Skyward | Skyward Family & Student Logon**. Once logged in, click on **Skylert** on the **General Information** menu on the left navigation bar. Your **Skylert** settings will display. If you desire to make changes, click on **Edit** on the right of the screen.



Please note that the **Primary Phone, Work, Cellular,** and **Home E-mail** shown under **Notifications for Guardian** are initially the same pieces of information recorded in our **Skyward Student** database. Once you make changes on the Skylert screen, the changes are recorded in **Skylert** (for mass contacts), but the database that is used by Spring-Ford staff to call or e-mail you individually will retain the old information unless you **make similar changes under Student Information.**

**Save** - if you make changes, be sure to click **Save** before exiting this screen. Saving this information will update your contact numbers in Skyward that offices and teachers use to manually contact you and updates Skylert for automated contacts.

**Undo Changes** - If you make changes, clicking **Undo Changes** will revert back to the prior settings provided you have not already clicked **Save**.

**Back** - will send you back to the previous screen.

Although not shown in the picture below, **Food Service** will appear on your screen next to **General**. **Food Service** Negative Balance calls and e-mails are distributed on Monday and Wednesday beginning at 6:30 PM. **Food Service** Low Balance calls and e-mails (accounts between $0 and $5) are distributed on Tuesday and Thursday beginning at 6:30 PM.

You may add additional phone numbers you would like to to use, along with choosing the type of notifications to call for

**Receive Additional Notifications by Phone:**

| | Receive Notification for: | | | | |
|---|---|---|---|---|---|
| | Emergency | Attendance | General | Food Service | Non-School Hours Emergency |
| Additional Phone 1: | ☑ | ☐ | ☐ | ☐ | ☐ |
| Additional Phone 2: | ☑ | ☑ | ☑ | ☐ | ☐ |
| Additional Phone 3: | ☑ | ☐ | ☐ | ☐ | ☐ |
| Additional Phone 4: | ☑ | ☐ | ☐ | ☐ | ☐ |
| Additional Phone 5: | ☑ | ☐ | ☐ | ☐ | ☑ |

You may add additional e-mail addresses you would like to use, along with choosing the type of notifications you would like the system to send

**Receive Additional Notifications by Email:**

| | Receive Notification for: | | | | |
|---|---|---|---|---|---|
| | Emergency | Attendance | General | Food Service | Non-School Hours Emergency |
| Additional Email 1: | ☑ | ☑ | ☑ | ☑ | ☑ |
| Additional Email 2: | ☑ | ☐ | ☐ | ☐ | ☐ |
| Additional Email 3: | ☑ | ☐ | ☐ | ☐ | ☑ |
| Additional Email 4: | ☑ | ☐ | ☐ | ☐ | ☑ |
| Additional Email 5: | ☑ | ☐ | ☐ | ☐ | ☑ |

You may also add numbers that use text messaging

**Receive Additional Notifications by Text Message:**

| | Receive Notification for: | | | | |
|---|---|---|---|---|---|
| | Emergency | Attendance | General | Food Service | Non-School Hours Emergency |
| Phone 1: | ☑ | ☑ | ☑ | ☑ | ☑ |
| Phone 2: | ☑ | ☐ | ☐ | ☐ | ☐ |
| Phone 3: | ☑ | ☐ | ☐ | ☐ | ☑ |
| Phone 4: | ☑ | ☐ | ☐ | ☐ | ☑ |