

How to set up Skylert notifications in Skyward Family Access

Skylert is the district's automated notification system that provides emergency alerts, attendance notifications and other informational alerts via phone call, e-mail, social media, 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 Skyward Family Access at <http://www.hesp.net> under "Skyward"



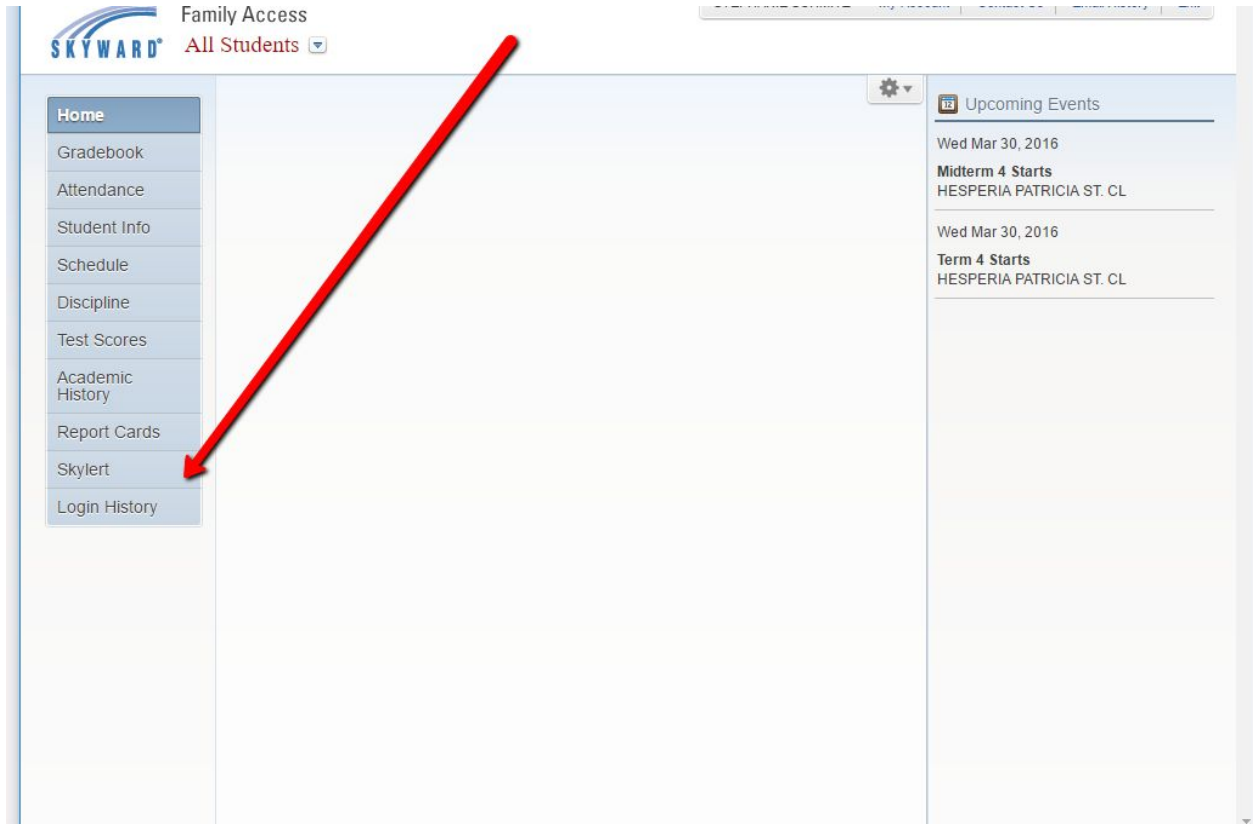
Login with your Username and Password



If you don't have Skyward Family Access currently set up please contact the school 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.



The screenshot displays the Skyward Family Access web interface. At the top left, the Skyward logo is visible next to the text "Family Access" and "All Students" with a dropdown arrow. A left-hand sidebar contains a list of menu items: Home, Gradebook, Attendance, Student Info, Schedule, Discipline, Test Scores, Academic History, Report Cards, Skylert, and Login History. The "Skylert" option is highlighted with a blue background, and a red arrow points to it from the text above. On the right side of the interface, there is a section titled "Upcoming Events" with a gear icon for settings. This section lists two events for "Wed Mar 30, 2016": "Midterm 4 Starts" and "Term 4 Starts", both for "HESPERIA PATRICIA ST. CL".

A Skylert screen similar to the one shown below will be displayed. This shows your current settings for receiving notifications. To set options for which notifications you wish to receive, simply check the box in the appropriate column.

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.

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: (231) [] [] Family With [] []	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Phone: [] [] Family With [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: [] [] 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"/>

Secondary Guardians are not allowed to update the Primary Phone number

Additional Contact Info for Family With [] []	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Phone Numbers Additional Phone 1: [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Addresses Additional Email 1: [] [] [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Message Numbers Phone 1: [] [] [] []	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 2: [] [] [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Once in Skylert, you will have access to several fields. For each method of communication (phone, e-mail or text message) you have the option to select which type of communications you want to receive at that number/address.

- Emergency notifications are only used in the event of an emergency situation where student safety could be at risk.
- Emergency notifications CANNOT be disabled for the Primary Guardian contact information.
- Emergency calls may be made any time of the day or night but will typically be made no earlier than 5:00AM nor later than 10:30PM.
- General notifications will typically be made during late afternoon or early evening (2:00-8:00PM). General notifications are those relating to school events, practices, issues, etc. For example, if your child is on the basketball team, you may receive a notification that practice was cancelled or a game was postponed due to weather.
- By default, text messages are NOT sent. If you wish to receive text messages, enter your phone number where messages are to be received in the “Text Message Numbers” area. Enter ONLY numbers – no dashes, spaces, parenthesis or other characters.

Please note that the Attendance notifications option may not be utilized in all buildings.

If there is another phone number that needs to be called that doesn't appear in your other 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 continue through the list up to three times until it receives an acknowledgement that the message has been received. It is usually a good idea to have an emergency contact listed under the Additional Phone area in case none of your other phones are reachable.

If you want to add more phone numbers, email addresses or two text message (SMS) numbers, please log into Skyward Family Access as the other parent/guardian. Example: If you are logged into Skyward Family Access as the Mother, you'll log out after saving your modifications and log into Skyward Family Access as the Father and repeat to add more phone numbers, email addresses or SMS numbers.

When finished with your changes, make sure you **click Save**.