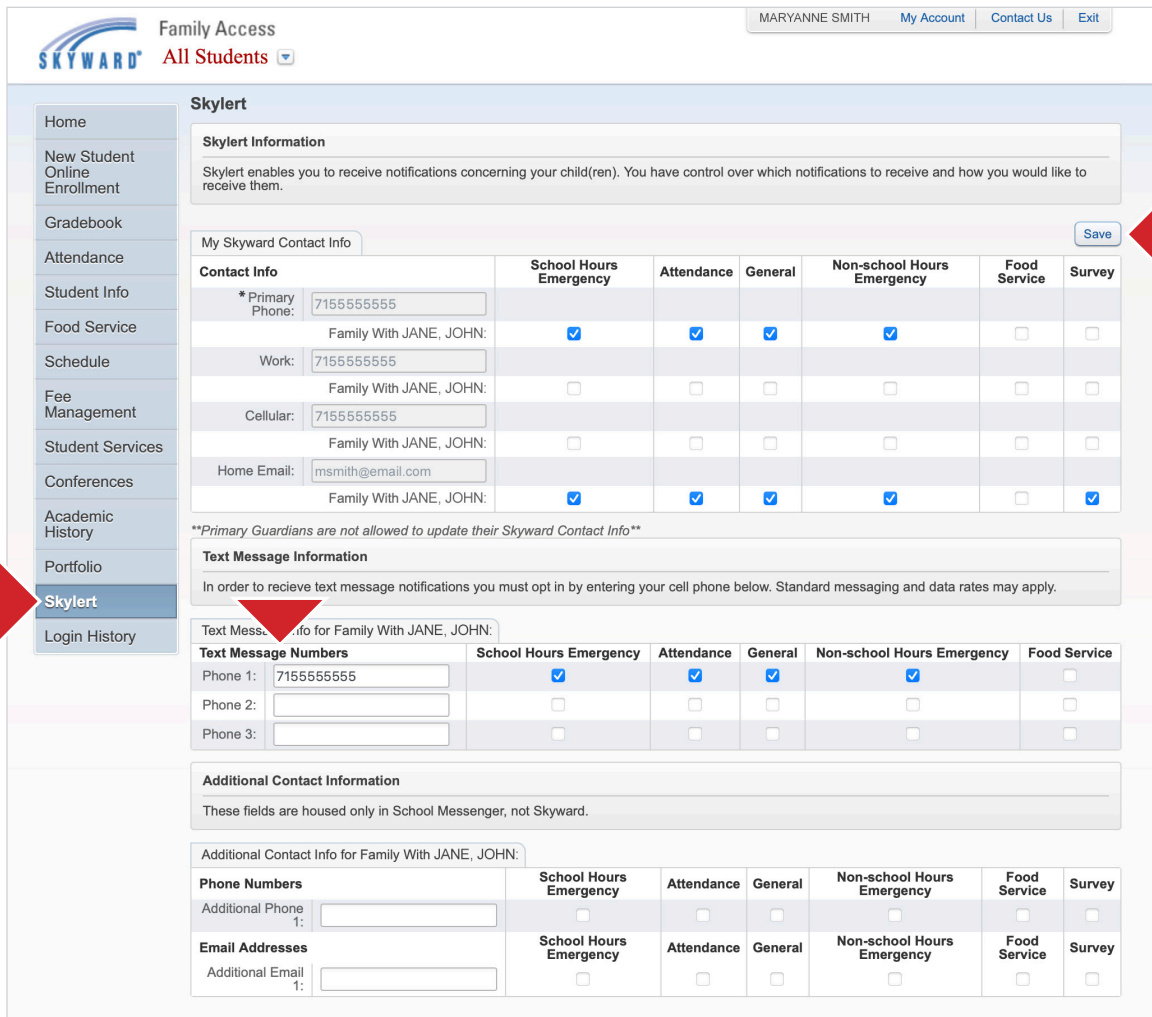


# Customizing Your Skylert Notification Preferences

**Skylert** is Mosinee School District's automated notification system that provides emergency alerts, attendance notifications, and other general information via phone call, e-mail and/or SMS (text message). Notification preferences can be set by logging into **Skyward Family Access**. **Note: Each parent/guardian has a Skyward Family Access account and must log in to control their preferences. Preferences will not sync between parent/guardian accounts.**

(If you need help logging into Skyward Family Access, you can visit [mosineeschools.org](http://mosineeschools.org) and navigate to: **Menu - Students & Families - Family Resources - Technology Resources - Skyward Family Access Setup Instructions** or you can contact your student's school office.)



Family Access MARYANNE SMITH [My Account](#) [Contact Us](#) [Exit](#)

**SKYWARD** All Students

**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	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Survey
* Primary Phone: 7155555555 Family With JANE, JOHN:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work: 7155555555 Family With JANE, JOHN:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cellular: 7155555555 Family With JANE, JOHN:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: msmith@email.com Family With JANE, JOHN:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 JANE, JOHN:

Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service
Phone 1: 7155555555	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phone 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 3:	<input type="checkbox"/>	<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 JANE, JOHN:

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Survey
Additional Phone 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Addresses	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Survey
Additional Email 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once you are logged into **Skyward Family Access**, select **Skylert** from the left side menu. You can then check/uncheck the boxes to customize your notification preferences. **You must click Save in the top right corner for your preferences to take effect.**

**Note: Only cellular numbers entered in the "Text Message Numbers" section will receive text message alerts. The cellular number entered in the "Contact Info" section will not receive text message alerts unless it is re-entered into the "Text Message Numbers" section.**