

# Setting Up Skyward Family Access, Mobile App and Skylert

## Need Access?

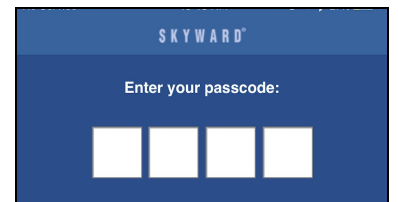
- Go to your child's school and provide a valid email address. This cannot be done via phone or email for security reasons.
- After your current email is entered at the school, you will receive an automatic email message from Skyward. Check your Spam folder.
- Follow the directions in the email to set up your account.  
Subject: **Family Access Account Information Email Setup Account Information**
- When you login to Skyward, use the drop down menu and select **Parent/Student Access**.

## Skyward Mobile Access App Instructions

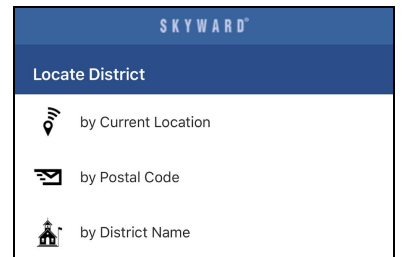
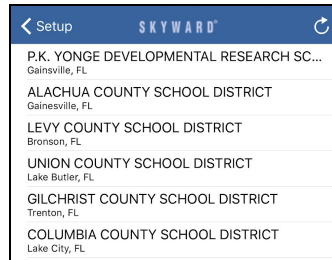
1. Download the app from the appropriate store onto your device. The Skyward Mobile Access app is available from the iTunes Store, the Google Play Store, and the Amazon App Store. This app will give parents the ability to see their child's grades, and attendance on their mobile phone or other mobile device.



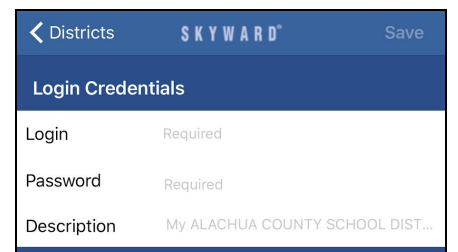
2. Set a 4-digit passcode. This code is required each time you access the app.



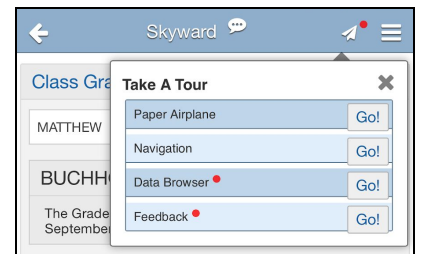
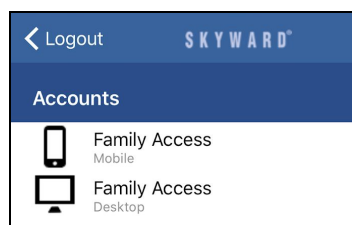
3. Choose **Add an Account**. You can search by current location, postal code or district name (Alachua).



4. Enter your Family Access Login and Password.
  - You can give this account a description, such as "Family Access." Click Save.
  - Please note that the login and password credentials are saved on the device, hence the need for the passcode created above.



5. Select the **Family Access** module.
  - Once the gradebook is available, you will be able to see your student's grades and assignments.
  - A tutorial is available in the App.



## Email Notifications

Email notifications from Skyward can be set up through the desktop version of Family Access. Once logged in, click **My Account** in the top right hand corner. Set your email preferences at the bottom of the screen.

**Family Access** My Account Exit

STUDENT NAME HERE Select Language | f |

**Account Settings** Save Undo Undo Change Requests

Home Email:   
 School Email:   
 Phone: (352)  Ext:   
 Cell:  Ext:   
 Ext:   
 Family Access Login:   
 Password Last Changed:

Show Google™ Translator in Family Access  
 I'm Using a Screen Reader  
 Outline Links When Focused

**Address (Mailing Address)**  
 Street Number:  Street Dir:  Street Name:   
 SUD:  #:  P.O. Box:   
 Address 2:   
 Zip Code:  Plus 4:  City/State: GAINESVILLE, FL  
 County:

*All fields with bold text and borders are currently waiting for approval by the district.*

**Email Notifications**

Receive Daily Attendance Notifications for my student(s) by  
 Email  Wall Message  Email and Wall Message

Receive Progress Report Emails for my student(s)  
 Daily  Weekly (every Saturday)  Monthly (1st of each month)

**SkyAlert** enables parents/guardians to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them. Update contact information here.

**Text notifications:** If you want to receive text messages in the future, you **MUST** reply with a 'Y' or 'yes' to the opt-in request that was sent to your phone on August 27, 2018 or after the student enrolls.

**Family Access** My Account Exit

Student Name Here f |

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	Survey
* Primary Phone: <input type="text"/> Family With <b>Student</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/> Phone: <input type="text"/> Family With <b>Student</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work <input type="text"/> Phone: <input type="text"/> Family With <b>Student</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Home Email: <input type="text"/> Family With <b>Student</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Contact Info for Family With **Student**

**Skylert**