

Using the Skyward Family Access Account to Set Contact Preferences

Please follow this two-step process to make changes to your contact information and then to set contact preferences.

STEP ONE: Ensure that the phone numbers and emails in your Skyward Family Access account are current and correct.

1. Login to Skyward Family Access and select "Student Info" on the left side of the page. If you need a Skyward Family Access account or have forgotten your username or password, [please see these instructions](#).
2. Click the "Request Changes for..." link in the upper-right corner of the screen.

The screenshot shows the Skyward Family Access interface for a student named FICTITIOUS. The left sidebar contains navigation links: Home, Gradebook, Attendance, Student Info (highlighted with a red circle and a yellow arrow labeled '1'), Schedule, Test Scores, and Fee Management. The main content area is titled 'Student Information' and displays the student's profile. In the top right corner, there is a 'Request Changes for FICTITIOUS' link circled in red, with a yellow arrow labeled '2' pointing to it. The student's information includes: School: fictitiousstudentemail@student.gvsd.org, Call: (555) 555-5555 (FICTITIOUS PARENT), Gender: Male, Language: Albanian, Age (Birthday): 15 (01/02/2001), Graduation Year: 2019, and Other ID: 220413. The student is currently enrolled in Great Valley Middle School (Grade 10, Status: Inactive (Full-time)) and Great Valley High School (Grade 10, Status: Inactive (Full-time)).

3. Select "Family Information" from the drop-down box.

This screenshot shows the same 'Student Information' page as the previous one, but with the 'Request Changes for FICTITIOUS' dropdown menu open. The dropdown menu contains the following options: Family Address, Family Information (highlighted with a red circle and a yellow arrow labeled '3'), View History, and View Unread Denials. The rest of the page content remains the same.

4. Modify phone numbers and email addresses as needed and **click "Save."** Note that changes to phone number and/or email will become effective in our messaging system the next calendar day (although you will see them saved immediately in the record). Please note that if you wish to make changes to address, households, guardians, and names you will continue to contact the school your child attends. These changes cannot be made online.

STEP TWO: Setting Your Contact Preferences

1. Set your contact preferences for each of the phone numbers and emails under the "Contact Info" heading by checking or unchecking the boxes associated with each message type (see www.gvd.org/skylert for a description of each message type). You may not deselect any of the numbers associated with Emergency notifications. The phone numbers and emails included in the "Contact Info" section are those phone numbers and emails associated with your Skyward Family Access account. Changes to these contacts cannot be made from the Skylert page. For instructions about how to change these numbers, please refer back to STEP ONE.

Family Access
FICTITIOUS STUDENT

FICTITIOUS PARENT My Account Email History Exit

Home: 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

Contact Info	Emergency	Attendance	Information Sharing	Lunch Account Balance	Schedule Changes	Survey
* Primary Phone: (215) 889-2100 Family With FICTITIOUS	<input checked="" type="checkbox"/>					
Work Phone: (215) 889-2125 Family With FICTITIOUS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone: [] [] Family With FICTITIOUS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: fictitious1@gvsd.org Family With FICTITIOUS	<input checked="" type="checkbox"/>					

Additional Contact Info for Family With FICTITIOUS

Phone Numbers	Emergency	Attendance	Information Sharing	Lunch Account Balance	Schedule Changes	Survey
Additional Phone 1: [] []	<input type="checkbox"/>					
Additional Phone 2: [] []	<input type="checkbox"/>					
Additional Phone 3: [] []	<input type="checkbox"/>					
Additional Phone 4: [] []	<input type="checkbox"/>					
Additional Phone 5: [] []	<input type="checkbox"/>					

3. In addition to the emails and phone numbers associated with your Skyward Family Access account, you have the option of adding additional phones, emails, and text messaging numbers in Skylert. If you'd like to add additional contact information, please do so in the section titled "Additional Contact Info for Family...."

Note that you must designate any phone numbers you'd like to use for receiving text messages. The numbers included under "Phone Numbers" will not be texted automatically, even if they are cell phone numbers. You must specifically include phone numbers to be used for texting under the "Text Messages" section of this page.

Home Email: fictitious1@gvsd.org

Family With FICTITIOUS

Additional Contact Info for Family With FICTITIOUS

Phone Numbers	Emergency	Attendance	Information Sharing	Lunch Account Balance	Schedule Changes	Survey
Additional Phone 1: [] []	<input type="checkbox"/>					
Additional Phone 2: [] []	<input type="checkbox"/>					
Additional Phone 3: [] []	<input type="checkbox"/>					
Additional Phone 4: [] []	<input type="checkbox"/>					
Additional Phone 5: [] []	<input type="checkbox"/>					

Email Addresses	Emergency	Attendance	Information Sharing	Lunch Account Balance	Schedule Changes	Survey
Additional Email 1: [] []	<input type="checkbox"/>					
Additional Email 2: [] []	<input type="checkbox"/>					

Text Message Numbers	Emergency	Attendance	Information Sharing	Lunch Account Balance	Schedule Changes
Phone 1: [] []	<input type="checkbox"/>				
Phone 2: [] []	<input type="checkbox"/>				

These additional phone numbers and emails will be used when the school or District sends out a message, according to the preferences you set. These numbers and emails are only used for Skylert messages and are not considered part of your primary contact information in the Skyward Family Access account.

- Once your preferences are selected, **click "Save"** to submit your selections. You will now receive messages from your school and the District via the phone numbers and emails you've selected for each type of message.

The screenshot shows the 'My Skyward Contact Info' page in the Skyward Family Access system. The page includes a navigation menu on the left with options like Home, Gradebook, Attendance, Student info, Schedule, Test Scores, and Fee Management. The main content area is titled 'My Skyward Contact Info' and contains a table of notification preferences. The table has columns for 'Emergency', 'Attendance', 'Information Sharing', 'Lunch Account Balance', 'Schedule Changes', and 'Survey'. There are two rows of contact information, each with a 'Primary Phone' and a 'Work Phone' field, and a 'Family With FICTITIOUS' label. The 'Save' button is circled in red in the top right corner.

Contact Info	Emergency	Attendance	Information Sharing	Lunch Account Balance	Schedule Changes	Survey
* Primary Phone: (215) 889-2100						
Family With FICTITIOUS:	<input checked="" type="checkbox"/>					
Work Phone: (215) 889-2125						
Family With FICTITIOUS:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Want to change a preference? You can always log back into Skyward Family Access to make changes via the Skylert tab. Please remember that EACH parent/guardian must log in to select preferences. These are not family preferences. They are individual to each guardian.