

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

SKYWARD FAMILY ACCESS HOW TO REQUEST CHANGES TO YOUR CONTACT PHONE NUMBERS FOR SKYLERT

Purpose

To illustrate how to change your contact phone numbers for Skylert.

For example, when Sayre Area School District has a school closing due to inclement weather, Skylert uses these phone numbers to call parents and students.

Log In

First you will need to log on to Skyward Family Access (see example below):

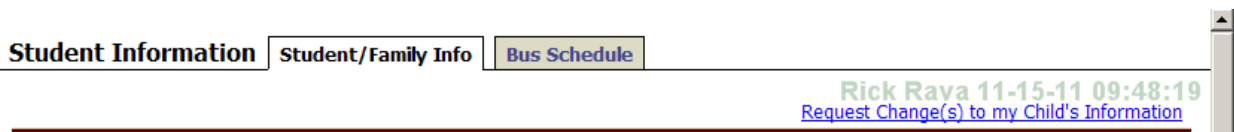
The screenshot displays the Skyward Family Access login interface. At the top, the Skyward logo is centered above the text "Sayre Area School District". Below this, there are two input fields: "Login ID:" with the value "john.doe" and "Password:" with masked characters. A "Sign In" button is positioned to the right of the password field. In the bottom right corner of the login area, the timestamp "04.11.06.00.14" is displayed. At the bottom of the page, a "Login Area:" dropdown menu is set to "Family/Student Access". A green watermark "Rick Rava 10-14-11 09:06:40" is overlaid on the bottom right of the page.

Change Family Phone Numbers

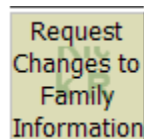
Once you log in to Skyward Family Access, you will be presented with a lot of different choices on the left hand side of your screen.



Click on Student Information



At the top of the screen – click on Request Change(s) to my Child's Information



Now click on Request Changes to Family Information

Now you can change your main phone numbers that you wish the Skylert phone call system to call.

Once complete with your changes, click on Save

Now your change will be reviewed by the staff at the corresponding school building and if there are no mistakes, it goes live.