

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## SKYLERT - 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):

SKYWARD®  
Sayre Area School District

Login ID: john.doe

Password: ●●●●●●

Sign In

04.11.06.00.14

Login Area: Family/Student Access

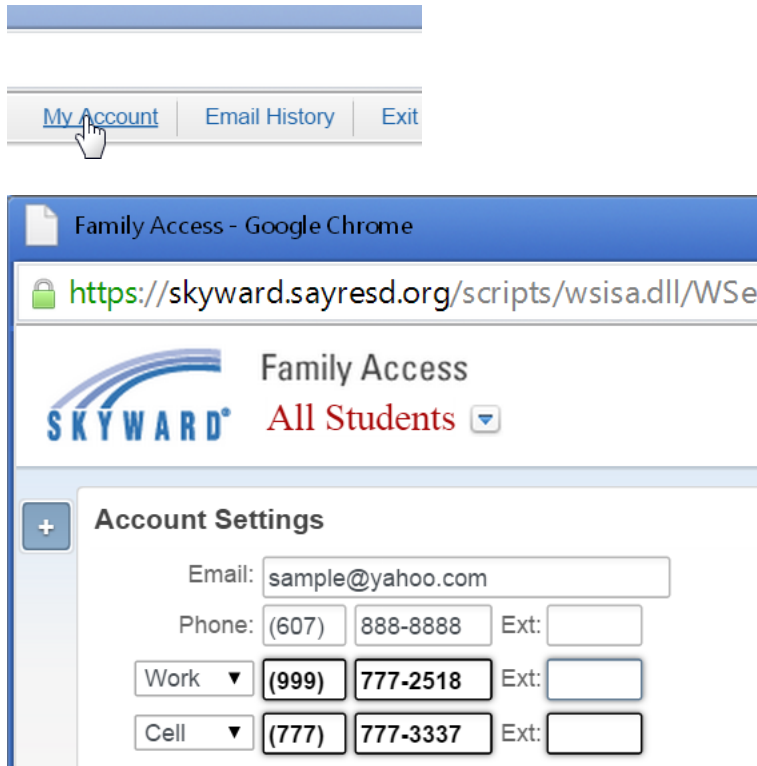
Rick Rava 10-14-11 09:06:40

#### Please Note:

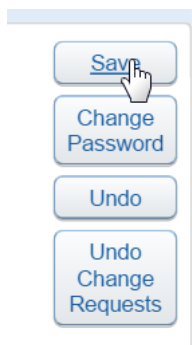
You must log in with a **family / guardian account** to request changes to a phone number. Student accounts can not request changes to a phone number.

# Change Family Phone Numbers

Once you log in to Skyward Family Access, just click on the My Account link on the top of your screen



Make your desired phone number changes



When you have all the desired changes with your phone numbers, just click on Save

## Please Note:

You must log in with a **family / guardian account** to request changes to a phone number. Student accounts cannot request changes to a phone number.

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.