

## Skylert Overview – Contact options for Parents/Guardians

This short tutorial demonstrates how a parent/guardian can elect the how they would like to be contacted by the Alpine School District in various situations. Skyward’s Skylert feature allows a parent/guardian choose how to be contacted for five basic scenarios:

1. School Emergency (During school hours)
2. Daily Attendance calls
3. Contact for General Information (ie... general school broadcasts)
4. School Emergency (During Non-School hours)
5. Surveys (not currently used)

For each of these scenarios, a parent/guardian may elect to be contacted via phone, email or text. A parent/guardian may also add additional contact numbers or email addresses as well (‘Additional Contact Info’) for the five scenarios above.

### Instructions to select contact preferences:

1. Login to Skyward (must use the Parent/Guardian account).
2. Click on 'Skylert' (Left hand menu).
3. Enter in phone numbers or email addresses as desired.
4. Check the boxes, as seen below, to elect/change how you desire to be contacted.
5. Click on ‘Save’.

### Instructions to ‘Opt In’ for Texting:

Texting is now also available as you see below. A parent/guardian must enter their cell phone number in order to ‘opt in’ to receive texts.

1. Login to Skyward (must use the Parent/Guardian account).
2. Click on 'Skylert' (Left hand menu).
3. Insert your Cell phone number in the 'Text Message Numbers' area.
4. Check which methods for which you would like to receive texts.
5. Save.

The screenshot shows the Skyward Family Access interface for the 'Skylert' settings. The page is titled 'Skylert' and includes a 'Save' button in the top right corner. The main content area is divided into sections for 'My Skyward Contact Info' and 'Additional Contact Info for Family With'. Each section contains a table with columns for 'School Hours Emergency', 'Attendance', 'General', 'Non-school Hours Emergency', and 'Survey'. The 'Text Message Numbers' section at the bottom has a text input field for 'Phone 1' and a 'Save' button. Red boxes and arrows highlight the 'Skylert' menu item in the left sidebar, the 'Text Message Numbers' section, the 'Save' button, and a descriptive text box that reads: 'You may also choose any options below. This gives you the choice of how you want to be contacted under various circumstances.'