

Skyward Family Access – Setting Up Email Notifications

Once logged into Skyward, go to “My Account” located at the top right of the screen

Email Notification

Allows the Parent/Guardian to set up email notifications for both attendance and grades for all or selected students

The screenshot shows the Skyward Family Access interface. At the top right, the 'My Account' link is highlighted with a red box and an arrow. Below the navigation bar, the 'Account Settings' section includes fields for Email, Phone, and Cell, along with checkboxes for Google Translator, Screen Reader, and Outline Links. The 'Address (Mailing Address)' section contains fields for Street Number, Street Dir, Street Name, SUD, #, P.O. Box, Address 2, Zip Code, Plus 4, City/State, and County. An 'Address Preview' window is visible on the right. Below the address section, the 'Email Notifications' section is highlighted with a red box and an arrow. It contains three checked options: 'Receive Daily Attendance Notifications for my student(s) by' (with 'Email' selected), 'Receive Grading Emails for my student(s)' (with a question mark icon), and 'Receive Progress Report Emails for my student(s)' (with 'Weekly (every Saturday)' selected). The 'Hide Students' section at the bottom has four unchecked checkboxes.