Skyward Family Access (Skylert) Overview
How to Set Contact options for Parents/Guardians

Overview

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.
    a. Note: All boxes are checked by default for Emergencies.
    b. Note: You may select to be contacted for Attendance or General calls/emails.
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.

See Picture Below

Skylert Family Access Screen