

How to Update Your Skylert Contact Information and Preferences in Skyward

- 1) Start by logging into your [Skyward Family Access Account](#) or visit <http://www.wanee.org> and find the Skyward link at the center of the top banner.
- 2) Once logged in, select the “Skylert” tab from the menu on the left (#1 in the image below). This section allows you to manage which phone numbers and e-mail accounts receive certain types of communications (#2 in the image below.)
- 3) You may enter and update any contact information, as needed. When updating the information in the “**My Skyward Contact Info**” area (#3 in the image below), it will update the information throughout Skyward.
Note: Only the primary guardian for the family can change the primary phone number.
- 4) The “**Additional Contact Info**” area (circled in green in the image) could be used for individuals other than a guardian, such as a grandparent or babysitter, to receive phone calls or emails (#4 in the image below).
Note: Any updates you make in this section will be used for notifications only and will not be updated throughout Skyward.
- 5) Click “Save” to submit your changes (#5 in the image below).

The screenshot shows the Skyward Skylert settings page. The left sidebar has a menu with 'Skylert' highlighted. The main content area is titled 'Skylert' and contains several sections:

- Skylert Information:** A header section with a 'Save' button.
- My Skyward Contact Info:** A table with columns for 'School Hours Emergency', 'Attendance', 'General', 'Non-School Hours Emergency', and 'Survey'. It lists contact types like 'Family With' and 'Home Email' with associated phone numbers and checkboxes.
- Text Message Information:** A section for adding text/SMS numbers, with a table similar to the one above.
- Additional Contact Information:** A section circled in green, with a note that these fields are housed only in School Messenger, not Skyward. It includes a table for 'Additional Contact Info' with 'Phone Numbers' and 'Email Addresses' and their respective notification preferences.

Yellow callouts point to: 1. Skylert (in the sidebar), 2. Customize Preferences (in the header), 3a. Update Phone/Email (in the My Skyward Contact Info table), 3b. Add Text/SMS Number (in the Text Message Information table), 4. Add Contact Info (in the Additional Contact Information table), and 5. Save (in the header).

General types of communication, based on the categories listed in Skylert:

- School Hours Emergency: evacuation, security threat, or other student safety issue
- Attendance: student marked absent without confirmation from the parent (NorthWood High School only)
- General: school events, reminders, or announcements
- Non-School Hours Emergency: delays, cancellations, or other important information
- Survey: tool to gather information from parents, staff, after-school groups, etc.