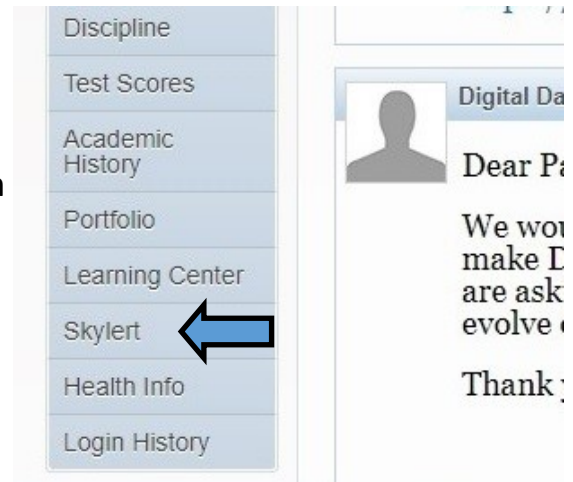


How to Sign Up For Skyward Alerts

*If you do not remember your Skyward acct. info, please contact John Sieglitz at jks@switzsc.org or 812-427-2518



After logging in to Skyward, click on the **Skylert** tab on the bottom left side of the screen.



In the window that opens, you can add your information under **Contact Info**. You can also add an additional phone number, email address or a number to receive only text messages. After adding your info, click in the checkmark box for the type of alert you wish to receive.



Family Access

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

My Skyward Contact Info Save

Contact Info	Emergency	Attendance	General	Non-school Hours Emergency	1st Guardian, 1st Emg#	Survey
* Primary Phone: (812) <input type="text"/>						
Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone: (812) <input type="text"/>						
Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone: (812) <input type="text"/>						
Family With	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: <input type="text"/>						
Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Contact Info for Family With

Phone Numbers	Emergency	Attendance	General	Non-school Hours Emergency	1st Guardian, 1st Emg#	Survey
Additional Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email Addresses	Emergency	Attendance	General	Non-school Hours Emergency	1st Guardian, 1st Emg#	Survey
Additional Email 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Text Message Numbers	Emergency	Attendance	General	Non-school Hours Emergency	1st Guardian, 1st Emg#	Survey
Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Phone 2: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	