

Skylert Family Messenger Tutorial

This tutorial will walk you through the steps on how to change or update your family contact information. Having current information allows you to control not only who receives messages about your student, but also what type of messages they receive.

Step 1:

Use your web browser and navigate to www.fonddulac.k12.wi.us. You will see the page below. From there click the “Family Access” button on the left side of the page.



Step 2:

Select "Family Access Page"

The screenshot shows the top navigation bar of the Fond du Lac School District website. The header includes the district logo with the motto "PRIDE • ACHIEVEMENT • GROWTH" and the text "Fond du Lac SCHOOL DISTRICT". To the right, there is a "Select Language" dropdown, a "Google Custom Search" box, and social media icons for Facebook, Twitter, YouTube, and LinkedIn. Below the header is a horizontal menu with links for ABOUT US, FAMILIES, SCHOOLS, STAFF, PROGRAMS, NEWS, and JOBS.

Family Access

Families
Things to Do
Commonly Used Forms
Afterschool Clubhouse
Attendance & Registration Info
Family Access
Lunch
Open Enrollment
Parents Right to Know Letter

Family Access

This Skyward program provides parents access to information related to food service, attendance, student grade reports for middle and high school levels, and health information.

Family Access Page

If you have not received your login from your student's school, please send a message with your information to: family@fonddulac.k12.wi.us.

If, for any reason, you do not wish to have your son or daughter featured by the media or on the school's website, please indicate your preferences by adjusting the Directory Data Preferences within Family Access.

Please click below to view instructions for adjusting your Directory Data Preferences.

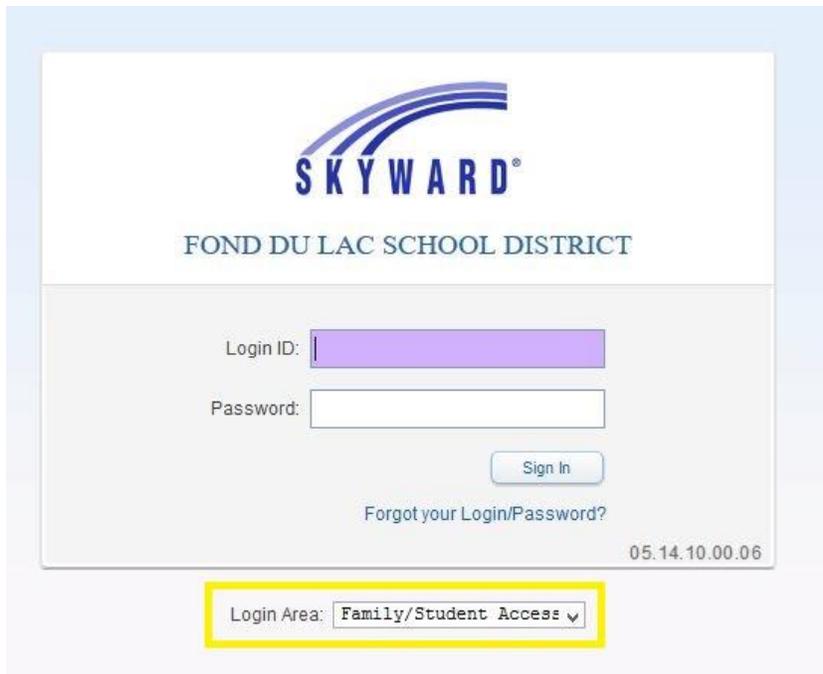
Changing your Directory Data Preferences

[Directory_Data_Pref.pdf](#)

If you would like to exclude having your child's information sent to military recruiters, third parties, institutions of higher education or within the school district such as yearbooks, photographs, etc. or outside the district such as newspapers and other media, please adjust your Directory Data Preferences. Steps for doing so are available [here](#).

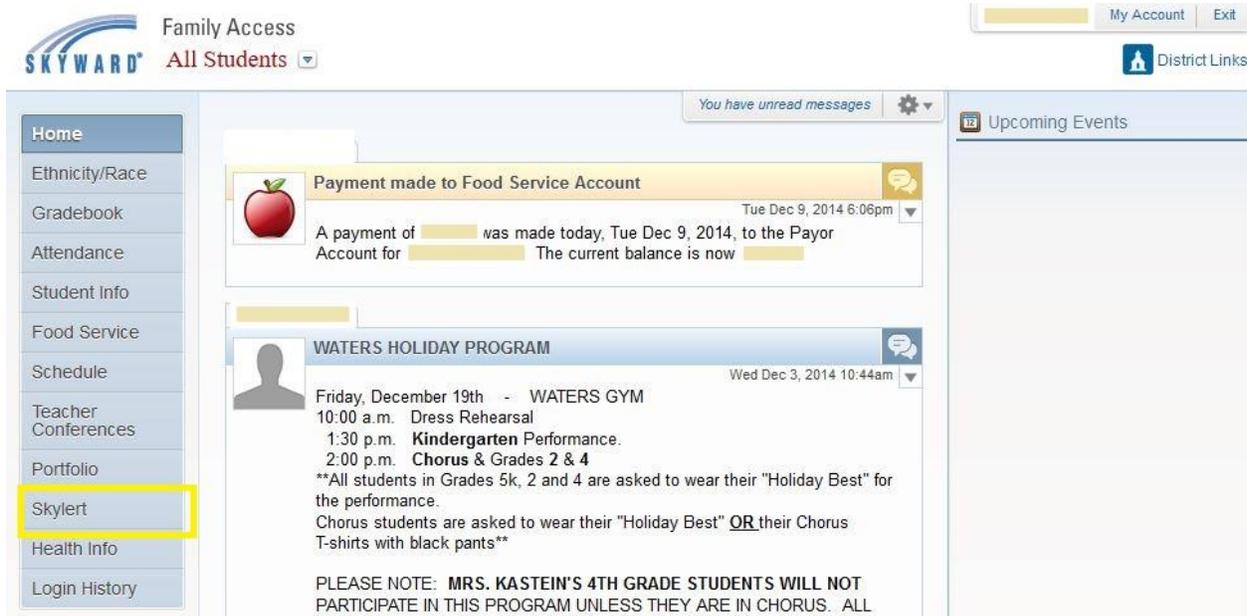
Step 3:

After a short delay you will be routed to the login page. Be sure that Family/Student Access is selected in the drop down box below. Otherwise your Username and Password will not work.



Step 4:

On the main Family Access page select "Skylert" on the left side menu bar.



Step 5:

On this screen you will enter or change your contact information. The “yellow” box indicates the information that is pulled automatically from your Skyward profile. Skylert and Skyward are linked together and any changes to your profile will be automatically changed here as well. Example, if you change your primary phone number in your Skyward profile, your Skylert preferences will change as well.

Once you enter your Primary Phone (required), you can add two additional phone numbers and one email address. Then you select the types of messages each contact type will receive. **Note: School Hours Emergency goes to each and every contact in your contact information account and cannot be turned off.** Primary Phone and email also has Attendance calls and Non-school Hours Emergency (cancellations) selected by default as well.

Once you add the contacts you would like and have selected the types of communications they will receive you can move on to additional contacts. In Step 6.

- Home
- Ethnicity/Race
- Gradebook
- Attendance
- Student Info
- Food Service
- Schedule
- Teacher Conferences
- Portfolio
- Skylert**
- Health Info
- Login History

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	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: [] []					
Family With [] []	<input checked="" type="checkbox"/>				
Cell Phone: [] []					
Family With [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[] []					
Family With [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: [] []					
Family With [] []	<input checked="" type="checkbox"/>				

Additional Contact Info for Family With [] []

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Phone 1: [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email Addresses	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Email 1: []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency
Phone 1: [] []	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step 6:

The additional contacts allow you to add an additional phone number and one additional email address.

Note: You have full control over what types of messages these contacts receive. For example, you can add a work number that will only get attendance calls and none of the general announcements, or an email that only gets the general messages, etc.

*****Per Federal law if you would like to receive text messages from Skylert from your school you MUST enter your desired number into the Text Message Numbers field. If this is blank you WILL NOT receive text messages.*****

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Save

My Skyward Contact Info		School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Contact Info						
* Primary Phone:		<input checked="" type="checkbox"/>				
Cell Phone:		<input checked="" type="checkbox"/>				
Home Phone:		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone:		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email:		<input checked="" type="checkbox"/>				

Additional Contact Info for Family With		School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Phone Numbers						
Additional Phone 1:		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Addresses						
Additional Email 1:		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Message Numbers						
Phone 1:		<input checked="" type="checkbox"/>				

Step 7:

The most important step is to **SAVE** your changes. This program does not automatically save anything so click the **SAVE** button to finish your changes.

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Save

My Skyward Contact Info

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: <input type="text"/>	<input checked="" type="checkbox"/>				
Cell Phone: <input type="text"/>	<input checked="" type="checkbox"/>				
Home Phone: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: <input type="text"/>	<input checked="" type="checkbox"/>				

Additional Contact Info for Family With

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Addresses	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Email 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>				

This system can be accessed and adjusted anytime to keep up with any changes in your preferences. We hope this tutorial was helpful and if you have any questions or concerns please contact your School Office.