1) Start by logging into your Skyward Family Access Account or visit www.oasd.org and find a link in the top right corner.

2) Once logged in, select the "Skylert" tab from the menu on the left (#1 in the image). This section allows you to manage which phone numbers and e-mail accounts receive certain types of communications (#3 in the image).

3) You may enter and update any contact information as needed. When updating the information in the "**My Skyward Contact Info**" area (#2 in the image), 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 a babysitter, to receive phone calls or text alerts (#4 in the image).
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).

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

- School Hours Emergency – evacuation, security threat or other student safety issue
- Attendance – student marked absent without confirmation from the parent
- General – school events, reminders, announcements
- Non-School Hours Emergency – important issue, outside of school hours
- Weather – delay or cancellation of school due to inclement weather
- Food Service – low balance lunch notifications
- Survey

If you need assistance logging into Family Access, please email FamilyAccess@oasd.org.

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EMPOWERING A COMMUNITY OF LEARNERS AND LEADERS