

How to Update Your Skyward Family Access Contact Information and Preferences

- 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).

The screenshot shows the Skyward Family Access interface. On the left is a navigation menu with 'Skylert' highlighted. The main content area is titled 'My Skyward Contact Info' and contains a table for managing contact preferences. A 'Save' button is in the top right corner. Annotations include: '1. Skylert' pointing to the menu item; '2. Update Phone/Email' pointing to the primary phone field; '3. Customize Preferences' pointing to the preference checkboxes; '4. Add Text/SMS Number' pointing to the 'Additional Contact Info for Family' section; and '5. Save' pointing to the save button.

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Weather	Food Service	Survey
* Primary Phone: (554) 553-5553	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Phone: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: (554) 222-2222	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: abastascr@scramble.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Secondary Guardians are not allowed to update the Primary Phone number

Additional Contact Info for Family	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Weather	Food Service	Survey
Phone Numbers: Additional Phone 1: [Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Addresses: Additional Email 1: [Redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Message: Phone 1: (554) 222-2222	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.