

Family Access Email Notifications

If you are receiving too many grade notification emails, you can follow these directions to stop the daily emails, and just receive a weekly update that will still contain all the information you need. Regardless of your notification settings, you are always able to login and check the student's grades.

First log into Skyward Family Access, then click on the "My Account" link in the upper right corner, this will bring up the screen below. These are the default notification settings. To reduce the notifications, you will want to select the "Weekly" radial button under "Receive Progress Report Emails for my Students".

The screenshot shows the 'Account Settings' page in the Skyward Family Access system. The page is titled 'Family Access - Internet Explorer' and shows the user 'Parent1 Sample' with a 'My Account' link highlighted in a red box. The page includes a sidebar with navigation options like 'Home', 'New Student Online Enrollment', 'Gradebook', 'Attendance', 'Student Info', 'Food Service', 'Schedule', 'Discipline', 'Test Scores', 'Teacher Conferences', 'Attachments - Rpt Cards', 'Skylert', 'Health Info', and 'Login History'. The main content area is divided into sections: 'Account Settings', 'Address (Mailing Address)', and 'Email Notification'. The 'Account Settings' section includes fields for Email (sample1.parent@email.com), Phone (972) 555-5555, and Family Access Login (SAMPLPAR000). The 'Address (Mailing Address)' section includes fields for Street Number (123), Street Name (Sample Street), SUD, P.O. Box, Address 2, Zip Code (75098), City/State (Wylie, TX), and County. The 'Email Notification' section includes checkboxes for 'Receive Daily Notifications for my student(s) by Email', 'Receive Progress Report Emails for my student(s)', and 'Receive Emails when Food Service Balance is under \$5.00'. The 'Receive Progress Report Emails for my student(s)' section has radio buttons for 'Daily', 'Weekly (every Saturday)', and 'Monthly (1st of each month)'. A large red arrow points to the 'Weekly (every Saturday)' radio button.

Now you will only receive one email a week with a progress report for the student that will inform you about low or high grades for all courses. You can always go back and change these settings at any time.