




Skylert Quick-Start

Northfield Public Schools utilizes the Skylert/School Messenger system in order to communicate with families in several ways. Skylert works in concert with our Family Access software to provide you with alerts via:

-  Telephone/Cell Phone
-  E-mail
-  Text Message (*you need to "opt-in" to receive text messages – see the next page of this document for details.*)

Each family can choose what delivery methods they would like for the three message categories (Emergency, General, Low Balance.) This chart illustrates what delivery methods the district will send messages in the following circumstances.

Message Genre	Skylert Delivery Method(s)	Notes
Emergency (Closures)	Phone, Text, Email	Used for weather-related and other closure decisions made during the school day.
Emergency (Messages/Updates)	Text, Email	Used for updates regarding school and local emergencies not requiring cancellation during the school day.
Non School Hours Emergency (Closures and late starts)	Phone, Text, Email	Used for weather-related two hour late starts and/or closures determined before the start of the school day.
General (Announcements, reminders, publications)	Email and/or text	Used for sending newsletters, reminders regarding meetings and other school events.
Food Services low balance	Phone, email, and/or text	Used to alert families when there is a low balance in a child's food service account.

Emergency messages will be initiated at the direction of the Superintendent. General announcements may be initiated or approved by the Superintendent, his/her designee, and/or a building principal.

You can configure the settings differently for each child in your family – the following page illustrates how to make these changes to your delivery preferences.

Please remember the district provides text messaging as an option, but individuals incur any costs associated with text messaging. You'll also need to "opt-in" from your phone – this process is described on the next page as part of the "Using Family Access to configure Skylert preferences" document.

If you have any questions regarding the Skylert system, please contact Christine Naset by phone at (507) 663-0600 or by email at christine.naset@nfld.k12.mn.us.

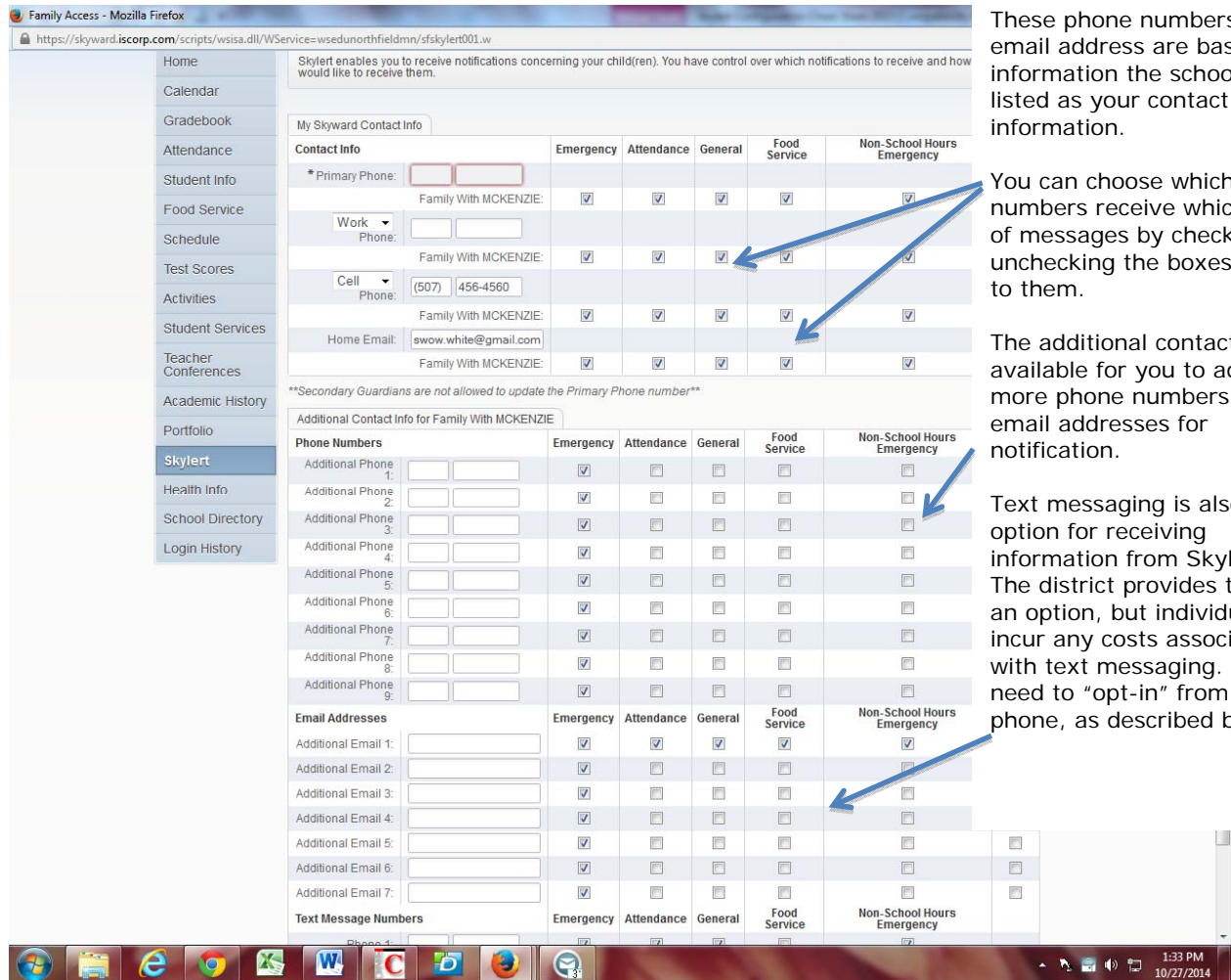
Using Family Access to configure Skylert preferences

Step 1. Login to Family Access through a web browser at:

<http://nfl.d.k12.mn.us/departments/technology/family-access>

Step 2. Click the Skylert link under the **General Information** heading.

Step 3. Edit the manner you'd like to receive messages from Northfield Public Schools via Skylert (see descriptions in diagram below.)



The screenshot shows the 'My Skyward Contact Info' page. It includes a table for 'Additional Contact Info for Family With MCKENZIE' with columns for 'Phone Numbers' and 'Email Addresses'. Each row has checkboxes for 'Emergency', 'Attendance', 'General', 'Food Service', and 'Non-School Hours Emergency'. Blue arrows point to specific checkboxes: one to the 'General' checkbox for the first phone number, one to the 'Non-School Hours Emergency' checkbox for the third phone number, and one to the 'Non-School Hours Emergency' checkbox for the first email address.

These phone numbers and email address are based on information the school has listed as your contact information.

You can choose which numbers receive which kind of messages by checking or unchecking the boxes next to them.

The additional contacts are available for you to add more phone numbers and email addresses for notification.

Text messaging is also an option for receiving information from Skylert. The district provides this as an option, but individuals incur any costs associated with text messaging. You'll need to "opt-in" from your phone, as described below.

Step 4. Click Save

There is one more step to activate text messaging: If you did not respond to an "opt-in message" when Skylert was activated in February 2010 or you add a text message recipient, you'll need to text the word, *subscribe*, to 68453. You'll know you were successful if you receive the following automatic response SMS message:

You are registered to receive approx 3 msgs/mo. Txt STOP to quit, HELP for help.