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.

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

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 Neset by phone at (507) 663-0600 or by email at christine.neset@nfld.k12.mn.us.
Using Family Access to configure Skylert preferences

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

http://nfld.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.)

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 aprox 3 msgs/mo. Txt STOP to quit, HELP for help.