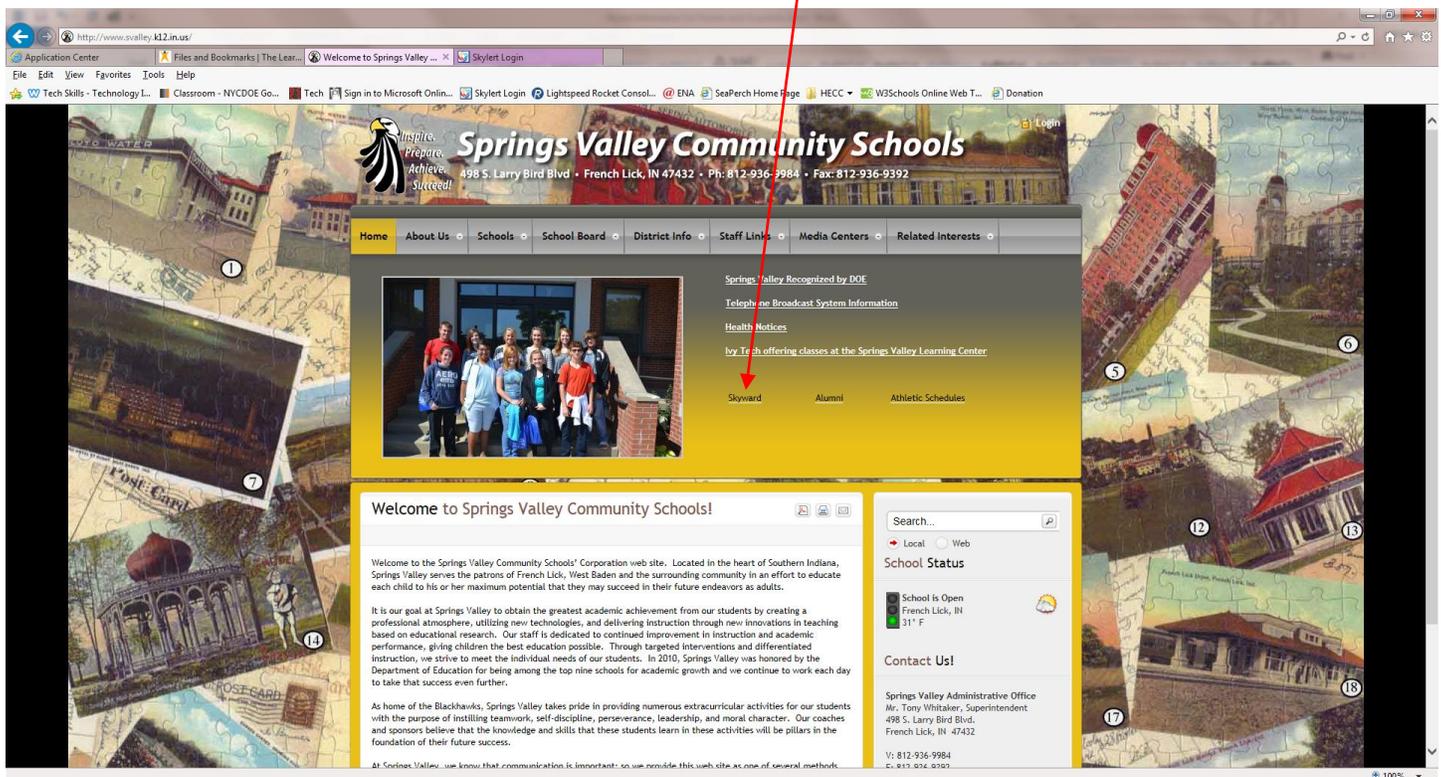*Springs Valley Community Schools'*

Skylert Notification System

Starting November 2014, Springs Valley Community Schools changed to a new notification system, "Skylert," which works with our "Skyward" student information system in conjunction with "School Messenger." This was done in an effort to improve communication between the school corporation and its patrons. This type of system has been most commonly used for school closings and delays, but may be used for other notifications in the future.
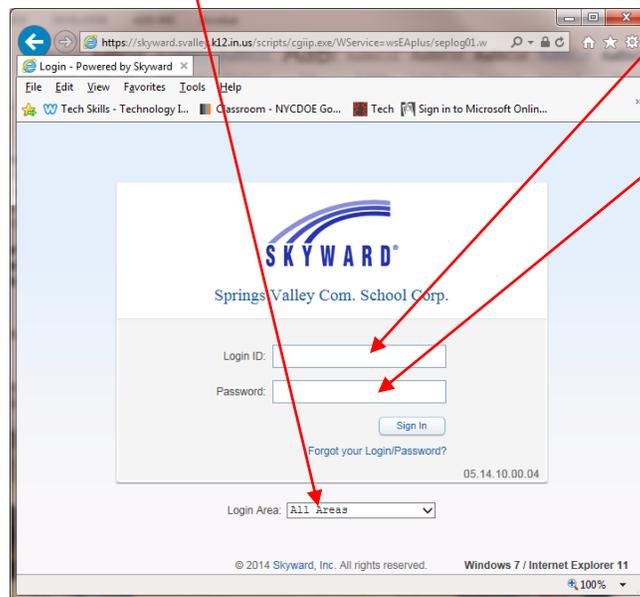
The information below and on the following pages discusses how the Skylert notifications work and **how parents and guardians can control the phone numbers and email addresses used for their notifications.**

1. Login to your Skyward Family Access Account
    a. To get to the Skyward Family Access Login, go to the Springs Valley Community Schools web site (http://www.svalley.k12.in.us) and click on the Skyward link.

b. On the login page, make sure "All Areas" is selected and type in your Login ID and Password.

NOTE 1: Each guardian has his/her own Login ID and Password along with his/her own sets of phone numbers and email addresses to be set up for notifications. If you do know your login ID or need assistance logging in, please contact the guidance office of the school your child is enrolled (812-936-9984).

NOTE 2: Students have their own Skyward Login ID and Password, but they do not have Skylert notifications in their accounts. For a student to get phone or email notifications, a guardian must enter the student's phone number and/or email address under their account.

2. Entered the desired Skylert notifications.
   a. Select "Skylert" on the side menu for your Skyward Family Access page.

b. Check or change the phone numbers and email addresses listed for notifications; then check the boxes for the types of notifications you want contacted for each phone number and email address.

CAUTION/Note 1: The "Primary Phone" number listed is the primary phone our office staff sees for this household and the same primary phone for the child living in this household; therefore, changing this primary phone number will change the child's primary phone number.

Note 2: When two guardians are members of the same household, such as a husband and wife, only one of these guardians is listed as the primary guardian and only he or she can change the primary phone number. The other phone numbers and email address are per individual and can be changed by the individual guardian. Guardians of a different household, such as a divorce situation, have a different Primary Phone.

Note 3: If you have a babysitter, relative, etc. that needs to be notified, enter his or her number and/or email address under the "Additional Contact Info…"

Note 4: School Closings and Delays will be sent to all phone numbers and email addresses checked under the categories of "School Hours Emergency" and "Non-school Hours Emergency."

Be sure to click "Save" after completing the Skylert information!