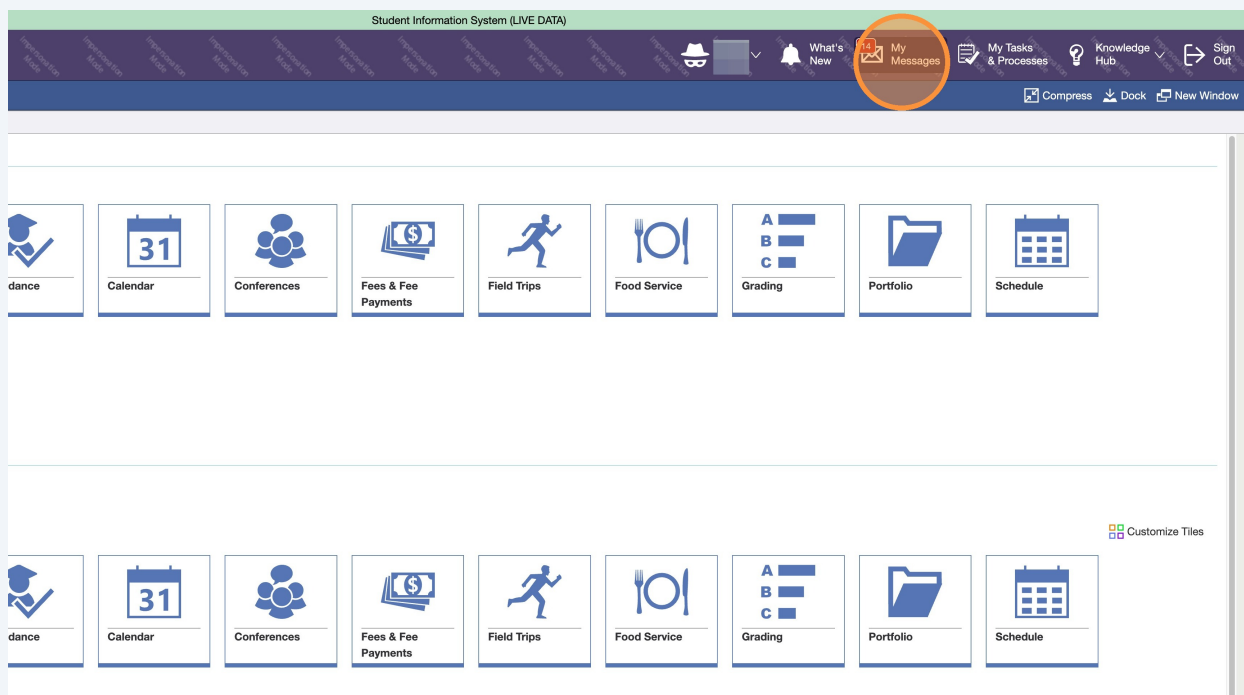


How to set Notification Preferences in Skyward Family Access



This guide helps parents customize their Skyward notification preferences to ensure they receive important alerts. By following these steps, you can streamline your communication settings and stay informed about school updates. This guide shows how to enable and customize which Skyward Family Access alerts you receive and how you receive them (email and/or mobile app). Following it ensures you won't miss important security or other user messages by turning on the right notification types and saving your preferences. It's quick and helps keep parents/students informed.

1 Click "My Messages" in Family Access



2 Click "Settings"

The screenshot shows the Skyward Student Information System interface. At the top, it says "Student Information System (LIVE DATA)". Below that is a navigation bar with "MENU", "HOME", "SEARCH", and "MY MESSAGES". The main content area is titled "My Messages" and shows an "INBOX" with a search bar and a "Settings" button circled in orange. The inbox contains several messages, including "Lakeview Jr. High (No Reply) Lakeview Athletics: \$35 Short-Season Fee", "Prairieview (No Reply) ATTENTION REQUIRED: Outstanding Fee Balance", and "Prairieview (No Reply) Summer Band: \$80 Fee".

3 Click Receive by Email button to receive all notifications.

The screenshot shows the "User Message Settings" page in the Skyward Student Information System. At the top, it says "Student Information System (LIVE DATA)". Below that is a navigation bar with "MENU", "HOME", "SEARCH", and "USER MESSAGE SETTINGS". The main content area is titled "My Messages > User Message Settings" and shows a "Full Name" field. Below that is a green notification bar that says "The information has been successfully saved." The main content area is titled "GUARDIAN NOTIFICATION SETTINGS" and contains a table with columns for "Notification", "Receive by Email", "Receive by Mobile App", and "Additional Settings". The "Receive by Email" checkbox for "All Notifications" is circled in orange.

Notification	Receive by Email	Receive by Mobile App	Additional Settings
All Notifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fee Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fee Management Balance	<input type="checkbox"/>	<input type="checkbox"/>	
Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Food Service Low Balance	<input type="checkbox"/>	<input type="checkbox"/>	
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Direct Message	<input type="checkbox"/>	<input type="checkbox"/>	
Gradebook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Grade Score Low	<input type="checkbox"/>	<input type="checkbox"/>	
Online Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Online Form Notification	<input type="checkbox"/>	<input type="checkbox"/>	

4 Click Receive by Mobile App button to receive all notifications.

Student Information System (LIVE DATA)

Lakeview Jr. High - 300

SKYWARD

USER MESSAGE SETTINGS

My Messages > User Message Settings

Full Name

Guardian Messages

Security Messages

Other User Messages

✓ The information has been successfully saved.

GUARDIAN NOTIFICATION SETTINGS

Notification	Receive by Email	Receive by Mobile App	Additional Settings
All Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fee Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fee Management Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Food Service Low Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Direct Message	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gradebook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	⚙️
Grade Score Low	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Online Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Online Form Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

5 Click "Save Changes"

Student Information System (LIVE DATA)

Lakeview Jr. High - 300

SKYWARD

USER MESSAGE SETTINGS

My Messages > User Message Settings

Full Name

Guardian Messages

Security Messages

Other User Messages

Save & Back Save Changes Cancel

GUARDIAN NOTIFICATION SETTINGS

Notification	Receive by Email	Receive by Mobile App	Additional Settings
All Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fee Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fee Management Balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Food Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Food Service Low Balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Direct Message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Gradebook	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⚙️
Grade Score Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Online Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Online Form Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

6 Click "Security Messages" Turn on the messages notifications you want.

Student Information System (LIVE DATA)

Lakeview Jr. High - 300

SKYWARD

MENU

USER MESSAGE SETTINGS

My Messages > User Message Settings

Full Name

✓ The information has been successfully saved.

GUARDIAN NOTIFICATION SETTINGS

Notification	Receive by Email	Receive by Mobile App	Additional Settings
⤴ All Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
⤴ Fee Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fee Management Balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
⤴ Food Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Food Service Low Balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
⤴ General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Direct Message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
⤴ Gradebook	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Grade Score Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
⤴ Online Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Online Form Notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

7 Click "Other User Messages" and repeat. Once done, Save.

Student Information System (LIVE DATA)

Lakeview Jr. High - 300

SKYWARD

MENU

USER MESSAGE SETTINGS

My Messages > User Message Settings > User Message Settings

Full Name

Email Address for Recipient Type

SECURITY NOTIFICATION SETTINGS

Notification	Receive by Email	Receive by Mobile App	Additional Settings
⤴ All Notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
⤴ Security	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
New Login Device	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
User Account Locked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
User Password Changed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	