



## Mifflin County School District

201 8th Street - Highland Park, Lewistown, PA 17044

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Through the *Skylert* service you can receive automated phone calls, emails, and text messages for the type of alert notifications you have selected. Updates have been made to the Skylert System to include Emergency Contacts when Skylert Emergency messages are sent. Because of this change, we will be sending Emergency Alert Messages only if there is a 911 alert such as bus accidents, school lock downs, fire, etc. General Alert Messages will be used as a resource in notifying parents\guardians when there is a school closing, early dismissal, attendance and general information.

Family Access is a web application designed to link parents, guardians, and students together with teachers and administrators via the Internet. It enables access to school records including assignments, calendar events, attendance, discipline, activities, current progress, and so much more.

If you do not have your logon credentials for Family Access, please contact the school office where your child is enrolled. To protect the privacy of student information, the Parent/Guardian is required to provide proof of parental rights or guardianship before a Family Access account can be created. It is the responsibility of the school to verify proof of parental/guardianship. The Parent/Guardian should provide his/her driver's license or some other proof of photo identification and the child's birth certificate to the school when registering for a Family Access account.

To receive Skylert notifications, it is important that you have valid contact information showing in your Family Access account. If you do not have internet capabilities and have changes to your contact information, please contact the school office where your child is enrolled. Otherwise, follow the instructions below to update your contact information using Family Access.

1. Open your web browser and type the Mifflin County School District website as the URL address, <http://www.mcsdk12.org/>
2. Click on the picture link called "Family and Student Access" and login
3. Click on the **SKYLERT** link, found on the left under General Information

**Note:** Every family member assigned to the student will have access to personalize their own Skylert information. There is no longer an EDIT button available.

**You cannot change any area that is greyed out. These areas are setup as the main contact information for Emergency Alert Messages. This is a safety feature and cannot be modified.**

4. You can add additional contact information that will only affect Skylert and can only be maintained by you, the end user. Be sure to click the box for the alert areas that you would like to receive alerts. Remember...

- Emergency Alert Messages - only if there is a 911 alert such as bus accidents, school lock downs, fire, etc.
- General Alert Messages- school closings, early dismissals, attendance, and general information.

5. Click SAVE

6. Repeat steps 3-5 for each student assigned to your account