



MIFFLIN COUNTY SCHOOL DISTRICT

A guide for Parents and Guardians

Overview...

Family and Student 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.

The Message Center is also provided to improve communication between parents, guardians, and students with teachers. Email capabilities are also provided.

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.

How to Begin...

1. Open your web browser and type in the address bar <http://www.mcscdk12.org/>
2. To logon to FAMILY ACCESS, click the Family Access link
3. Enter your logon username and password for Family ACCESS (if you don't know your credentials, call the school office to obtain)

Student Information Bar

This area is located at the top of the screen and displays the student's name, the individual currently signed in, and various other tools and options described below. When a family has more than one student, you will see an All Students drop-down list, which will allow you to select an individual student within the family.

My Account

The My Account area is organized in sections: Account Settings and Email Notifications. The link to this area appears in the top right. **Note:** It is very important that the email address you enter is a valid address.

Account Settings – This is where you can view and modify the email address, phone numbers, and the street address. Some other helpful tools are accessible here as well; such as, Google Translator which allows the selection of a language to translate the screen.

Email Notifications – This is where you may subscribe to the various notifications made available.

Information Wall

When you sign in to Family Access you will see the Information Wall/Home Wall. You may also access this area by selecting the Home tab. The Information/Home Wall displays messages posted by the school, such as, Administrator messages, Advisor messages, Class messages, and Discipline. In addition, you may see notifications of changed grades for past grading periods and reminders that areas are currently open to you. You will also see messages that you subscribed to in “My Accounts.” If you have unread messages, a link will display at the top of the Wall.

Calendar/Upcoming Events

This area can be accessed by clicking the Calendar link to the right of the Upcoming Events or the Calendar tab on the left. You will notice that Events can be displayed on the Home page as well, and you may click on the text to view details of the event. Within the Calendar, you may be able to view absences, tardies, gradebook assignments/events and grades earned, message center messages, activity events, school day information, and more. You also have the capability to customize the appearance and to add notes that can serve as reminders.

Accessing Applications

The tabs located on the left side of the screen allow you to access the areas that your school has made available to you.

Skylert

This area allows you to manage which notifications you will receive, such as general, emergency, and attendance. 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.

Mifflin County School District sends 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. **Note:** Every family member, with logon credentials, assigned to a student will have access to personalize their own Skylert information.