

To select or de-select email notifications in Family Access, guardians would do the following steps...

1. Open web browser like Google Chrome or Microsoft Edge and type <https://www.mcscdk12.org/>
2. From the menu, click STUDENTS/PARENTS
3. Click on the link labeled FAMILY ACCESS LOGIN
4. Enter logon credentials given by the school office (note: if you do not have credentials, call the school office)
5. In the top right corner, click MY ACCOUNT
6. At the bottom under EMAIL NOTIFICATIONS, you can select or de-select to receive notifications

The screenshot displays the 'Family Access' web interface. At the top, the 'SKYWARD' logo is on the left, and the 'Family Access' title is in the center. On the right, there are links for 'My Account' (circled in red), 'Email History', and 'Exit'. Below these links is a 'District Links' icon. A vertical sidebar on the left contains a list of navigation options: Home, Online Forms, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, Activities, Graduation Requirements, Academic History, Portfolio, Learning Center, Skylert, Health Info, and Login History. The main content area is titled 'Account Settings' and includes fields for Email, Phone (with a dropdown for 'Cell'), and Family Access Login. There are also checkboxes for 'I'm Using a Screen Reader' and 'Outline Links When Focused'. Below these are address fields: Street Number, Street Dir, Street Name, SUD, #, P.O. Box, Address 2, Zip Code, Plus 4, City/State, and County. An 'Address Preview' box is also present. At the bottom, the 'Email Notifications' section is circled in red. It contains two main options: 'Receive Grading Emails for my student(s) [?]' (unchecked) and 'Receive Notifications when Food Service Balance is under \$6.00' (checked). The second option has three sub-options: 'Email' (selected with a radio button), 'Wall Message' (unchecked), and 'Email and Wall Message' (unchecked).

Family Access

My Account Email History Exit

District Links

Home Online Forms Calendar Gradebook Attendance Student Info Food Service Schedule Discipline Test Scores Activities Graduation Requirements Academic History Portfolio Learning Center Skylert Health Info Login History

**Account Settings**

Email:

Phone: 717-  Ext:

Cell  717-  Ext:

Family Access Login:

Password Last Changed:

☐ I'm Using a Screen Reader

☐ Outline Links When Focused

Address (Mailing Address)

Street Number:  Street Dir:  Street Name:

SUD:  #:  P.O. Box:

Address 2:

Zip Code:  Plus 4:  City/State:

County:

Address Preview:

**Email Notifications**

☐ Receive Grading Emails for my student(s) [?]

Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):

Low:  High:  for

☒ Receive Notifications when Food Service Balance is under \$6.00

☒ Email ☐ Wall Message ☐ Email and Wall Message