

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.mcSDK12.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 shows the 'Family Access' web interface. At the top left is the 'SKYWARD' logo. The top right navigation bar includes 'My Account', 'Email History', and 'Exit'. A sidebar on the left lists various menu items like 'Home', 'Online Forms', 'Calendar', etc. The main content area is titled 'Account Settings' and contains several sections: contact information (Email, Phone, Cell, Ext), login details (Family Access Login, Password Last Changed), accessibility options (Screen Reader, Outline Links), and mailing address information (Street Number, Dir, Name, SUD, P.O. Box, Address 2, Zip Code, Plus 4, City/State, County). An 'Address Preview' box is also present. The 'Email Notifications' section at the bottom is circled in red and contains the following options:

- 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