

To select or de-select email notifications in Family Access, 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



Family Access
All Students ▾

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

Account Settings

Email:

Phone: Ext:

Ext:

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:



- Save
- Change Password
- Undo

Email Notifications

- Receive Daily Attendance Notifications for my student(s) by
 Email Wall Message Email and Wall Message
- 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

