

**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  
RequirementsAcademic  
History

Portfolio

Learning Center

Skylert

Health Info

## Account Settings

Email: Phone:  Ext:  Ext:  Ext: ☐ I'm Using a Screen Reader☐ Outline Links When FocusedFamily Access Login: Password Last Changed: 

## Address (Mailing Address)

Street Number:  Street Dir:  Street Name: SUD:  #:  P.O. Box: Address 2: Zip Code:  Plus 4:  City/State: County: 

## Address Preview:

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