

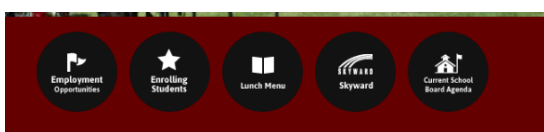
Skyward Family Access Email Notifications

Who, What, When, Why?

Parents and Guardians with a Family Access Login and Password can use the E-mail Notifications area to indicate the circumstances under which they would like to be contacted. Various options can be selected in the areas of Attendance and Grading.

How?

Login to Family Access at www.prosserschool.org and select the Skyward button at the bottom of the picture:



- Once you are logged in, please update your email address if you haven't already done so. Use the **My Account** button in the top right of Family Access to do this.



On the same My Account page at the bottom you will have a choice as to what Email Notifications you want to receive:

Skyward Family Access Email Notifications

- You can choose to receive an **Attendance Email Notification** for your child. An email will be sent to you whenever your child is marked as **Absent** or **Tardy** by the **classroom teacher** or **office staff**.

Email Notifications

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

- You can also choose to receive an **Email Grading Notification** if any of the criteria listed are met. Setting a **Low Assignment / Class Grade Percent** will ensure that you are notified if your child receives an **Assignment** or **Class Grade** that is at or below this value.

☒ 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

- Be sure to click the **Save** button at the top right hand side of the My Account Screen, once you've made your desired selections. The changes made to the Email Notification screen have been saved at this point. You should now begin to receive email notifications.