



SCHOOL DISTRICT OF PITTSVILLE

Dear Parents:

With the school district's recent move to Skylert and SchoolMessenger as our contact management system, it is necessary for all parents to login to their Skyward Family Access accounts and make adjustments to the way you wish to be contacted. Like Honeywell Instant Messenger, our previous contact management program, SchoolMessenger can automatically contact parents for a wide variety of reasons, from emergency notifications to athletic game and practice changes to surveys and general information.

Currently, the system has been set up so that when any message is sent out for any reason, all the phone numbers and email listed in our Skyward database will be used. If you do not wish to be contacted in this way through all these sources, you will need to customize exactly how you wish to be contacted for the various purposes listed below.

To change your Skylert contact settings, login to your Family Access account, which you can access from our District web page* or by using this link:

<https://skyweb.pittsville.k12.wi.us/scripts/wsisa.dll/WService=wsEPlus/fwemnu01.w>.

In the left-hand column of links, click on Skylert. If you scroll down the page you will see all your contact information. If any of this contact information is incorrect you may change it here. You will also notice columns of check boxes with the following headings:

- Non-school Hours Emergency
- School Hours Emergency
- Attendance
- General
- Survey

You can add and remove checkmarks as you wish for the types of contact calls, emails, or SMS text messages that are listed here.

If you do not know your Family Access login information or if you need more assistance with this issue please contact the secretaries at your child's school.

*The Family Access link can be found on our District Home Page at www.pittsville.k12.wi.us. From the district home page find the column of links on the left-hand side of the page. Hover your mouse over 'Skyward' and then click on the 'Family & Student Access' link from the pop-up menu.

DISTRICT OFFICE

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