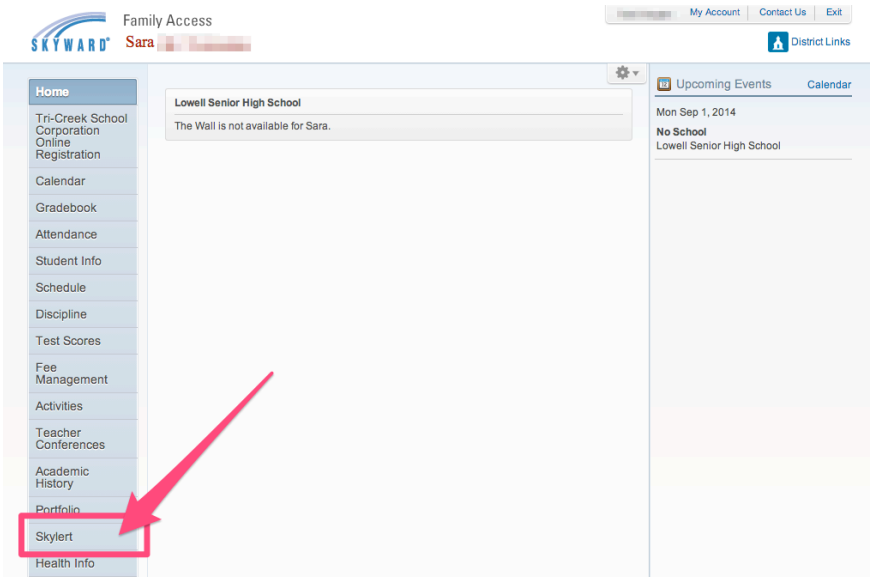
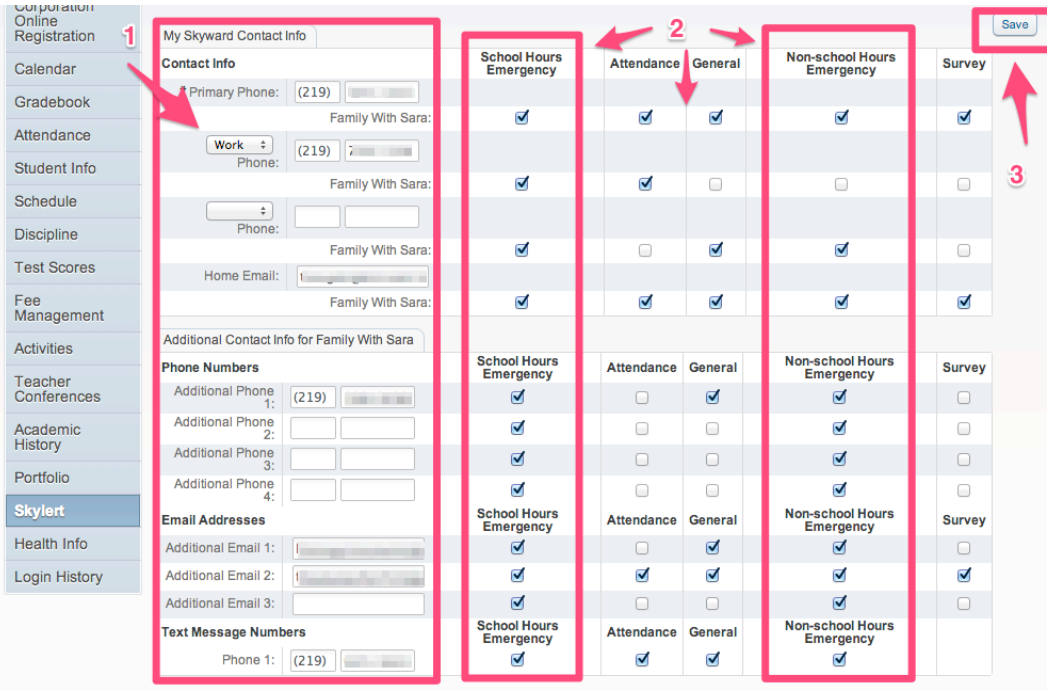
SchoolMessenger Skylert Setup and Management Instructions

Skylert is Tri-Creek School Corporation's notification system for emergencies, cancellations, delays, and general school news/reminders. You now have complete control over what numbers are called, what types of calls you receive, and any additional family members you would like to receive calls.

1) Log in to Skyward Family Access using your Skyward username and password. If you do not know your Skyward username and password please contact your child's school. Click on the Skylert link in the tabs on the left side of the Family Access page.



3) On the next screen you will see all of your current information listed in Skylert. This information comes from the information you provided at registration. You can add or remove any numbers, email addresses, or text messages you want (1). You can also select what types of calls you receive at each of those numbers by clicking the checkboxes (2) on or off (on receives calls, off does not receive calls). **Please note: if you have a work number listed and it is a business they will receive calls. If you do not want your work number called please remove it or do not select any checkboxes.**

There are 3 types of calls we typically make - Non-school Hours Emergencies (delays, cancellations), School Hours Emergencies (early closures, school evacuations) and General (news, reminders, events). Ensure that the correct types of calls you wish to receive are checked and click the Save button (3).