

To ensure you are receiving **important messages through text and email** please review and edit your information using these directions:

1. If you have access, log into *Skyward*
2. Select *Open Family Access*
3. Click on "*Online Forms*" on the left side

*Once here you will see your students listed. You will see either **View** or **Fill Out Form** – click this link.

If you clicked the *Fill Out Form* link do the following (if you clicked *View* see below):

Select step 1. *Blackboard information*

- If you want to receive phone calls at a phone number in addition to what is listed in the top area, enter the numbers under the Additional Phone Numbers in the bottom area.
- If you want to receive emails at an email address in addition to what is listed in the top area, enter the email address under the Additional Email Address in the bottom area.
- ***If you want to receive text messages you must enter the phone numbers under the TEXT message Phone Numbers in the bottom area.***
- Once all information has been entered, click the *Complete Step 1 Only* button at the bottom of the screen.

Select step 2. *Complete Blackboard information*

- Click the *Submit Blackboard information* button.

If you clicked the *View* link do the following:

Click the *Mark as not completed and make changes* link at the top of the screen.

Select step 1. *Blackboard Information*

Click the *Edit Step 1* button at the bottom of the screen.

- If you want to receive phone calls at a phone number in addition to what is listed in the top area, enter the numbers under the Additional Phone Numbers in the bottom area.
- If you want to receive emails at an email address in addition to what is listed in the top area, enter the email address under the Additional Email Address in the bottom area.
- ***If you want to receive text messages: you must enter the phone numbers under the TEXT message Phone Numbers in the bottom area.***
- Once all information has been entered, click the *Complete Step 1 Only* button at the bottom of the screen.

Select step 2. *Complete Blackboard information*

- Click the *Submit Blackboard information* button.

You need to do the above steps for each student you have in school.

Thank you!