

How to Update Phone Information in Skyward

1. Log into Skyward Family Access from <http://www.alcoaschools.net>.
2. Click on the Student Info Tab and then click on "Request Changes for."

Student Information
Clement A. Bongiovanniscr

School: scramblehome13058@scr36.com
Home: Scramble12370@start.com
Call: (555) 623-3885 (Zenia Bongiovanniscr)
732 N Scramble avenue APT
Scramble, WV 55555

Principal: Rebecca Summittscr
School (005)
Grade: 02
Homeroom: HONA - Jessica Guardiolascr
Status: Active (Full-time)

Gender: Male
Age (Birthday): 8 (01/02/2010)
Language: ENG
Graduation Year: 2028
Other ID: 3344
Community Service: 0.00 Hours
Work: (555) 458-5755

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
Zenia B. Bongiovanniscr (MOTHER)	(555) 623-3885	(555) 458-5755 (Work)			
Edie C. Cochrumscr (AUNT)	(555) 640-3927				
Nella J. Stensrudscr (FRIEND(S))	(555) 545-3357				
Patrina K. Tringaliscr (FRIEND(S))	(555) 066-3642				

3. Update phone numbers and click Save.

Family Information for Clement A. Bongiovanniscr

Family Options

*Home Language: ENG

Guardian Number: 1
Name: Zenia B Bongiovanniscr
 Custodial
Relationship: MOTHER
Employer:
Home Email:

Primary Phone: (555) 623-3885 Ext:
 Confidential Long Distance
Work: (555) 458-5755 Ext:

(*) Indicates a required field.

Save

How to Opt-in to Text Message Notifications

By providing text message numbers to Alcoa City Schools, message and data rates may apply. In other words, when you use our text message services, the only cost to you is whatever your wireless provider charges you to send and receive text messages.

1. Log into Skyward Family Access
2. Click on the Skylert Tab

- Fee Management
- Activities
- Graduation Requirements
- Conferences
- Academic History
- Report Card/Portfolio
- Skylert**
- Login History

3. Scroll to the bottom of the Skylert screen to the "Text Message Numbers" box. Add numbers to receive text messages and check the appropriate boxes for notifications.

Text Message Numbers	Emergency	Attendance	General
Phone 1: <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2: <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 3: <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 4: <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Click Save.