

# Setting Up Low Balance E-mail Notifications In Family Access

The screenshot shows the Skyward Family Access website in a Google Chrome browser. The address bar displays the URL: <https://skyweb.milton.k12.wi.us/scripts/wsisa.dll/WSservice=wsEPlus/sfwmnu01.w>. The page header includes the Skyward Family Access logo, a student dropdown menu, the school name "Northside Intermediate School", and links for "English | Spanish", "Account Info", "Print", and "Logout".

The main content area is titled "Message Center" and shows "You have unread messages". Under the "Administrator Messages" section, there is a table with the following data:

Post Date	Summary	Posted By	Expiration Date
12/13/13	December Late Start		12/27/13
12/10/13	Second Quarter Midterm		12/24/13

Below the table, the content of the messages is displayed. The first message, dated 12/13/13, is titled "December Late Start" and contains the following text:

**Message:** Good afternoon,

As you know, the Milton School District has a late start day on Monday, December 16. Our school day begins at 10:00 AM. Here is some information that may help your Northside student on Monday.

Student Locations for December 16:  
200 wing students- Large Group Area  
300 wing students- Gym  
400 wing students- Cafeteria

Students may arrive at the normal time (8:35-8:50) or at 9:40-10:00. These are the times we provide supervision at the parking lots and playground. Students may arrive at other times, and if they do, please have them come to the front door where we will assist them.

As a reminder, we do not have band and choir on late start days, so if your child needs to ride the bus, please have them ride the elementary bus on Monday.

If you have any questions, please do not hesitate to call the Northside office at 868-9280.

Have a wonderful weekend!

Sarah Stuckey, Principal

The second message, dated 12/10/13, is titled "Second Quarter Midterm" and contains the following text:

**Message:** Good afternoon,

We are at the midterm point of second quarter. All parents and guardians are encouraged to check your child's progress on Family Access. Our staff looks forward to helping your child continue to make progress as we continue into the later half of second quarter.

As always, we appreciate your support and involvement in your child's education. If you have any questions about your child's grades feel free to contact his/her teacher.

A blue arrow points to the "Email Notifications" link in the left-hand navigation menu.

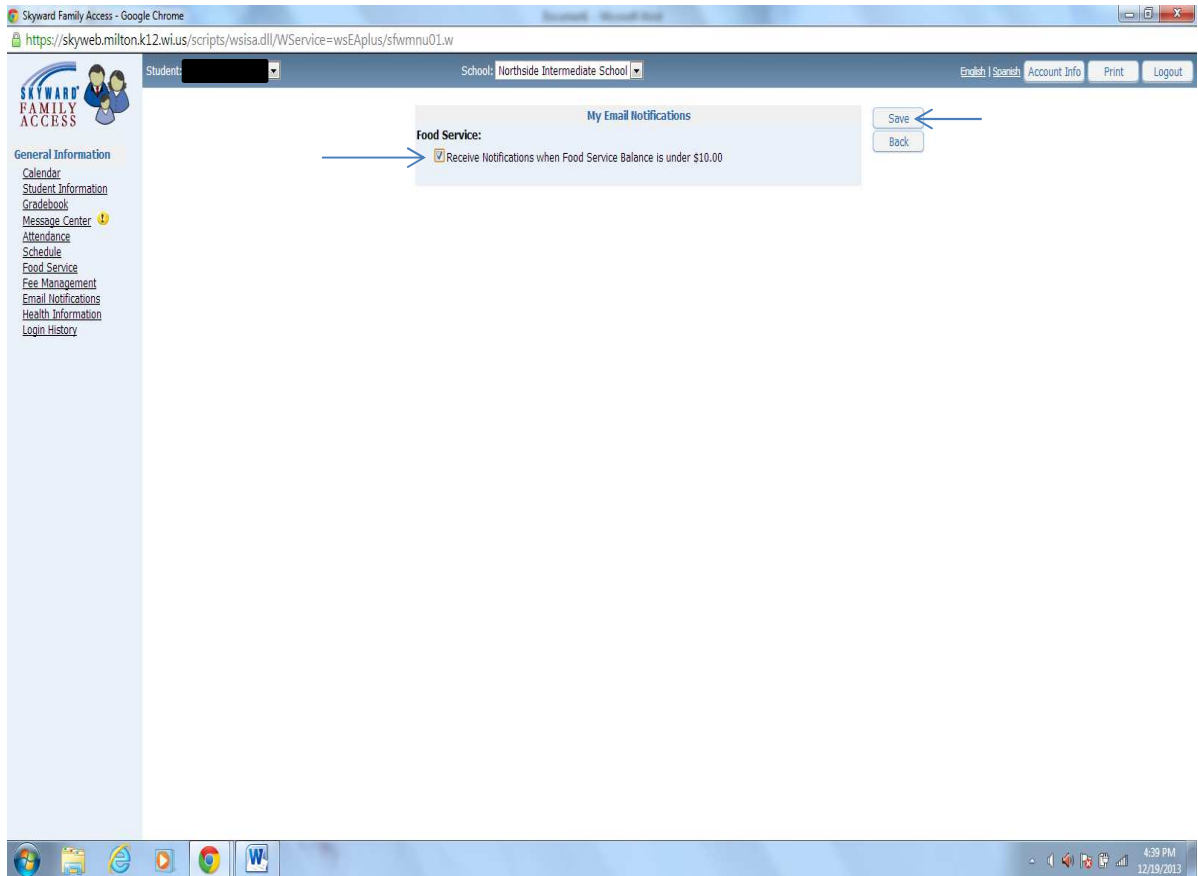
- Log into Skyward Family via the District website
- Click on "E-mail Notifications" link

## Setting Up Low Balance E-mail Notifications In Family Access

The screenshot shows the Skyward Family Access web application in a Google Chrome browser. The address bar displays the URL: <https://skyweb.milton.k12.wi.us/scripts/wsisa.dll/WService=wsEAplus/sfwmnu01.w>. The page header includes the Skyward Family Access logo, a student dropdown menu, a school dropdown menu (Northside Intermediate School), and links for English/Spanish, Account Info, Print, and Logout. The main content area is titled "My Email Notifications" and contains a "Food Service:" section with a checkbox labeled "Receive Notifications when Food Service Balance is under \$10.00". To the right of this section is a button labeled "Change My Notifications", which is highlighted with a blue arrow. A left sidebar contains a "General Information" menu with links to Calendar, Student Information, Gradebook, Message Center, Attendance, Schedule, Food Service, Fee Management, Email Notifications, Health Information, and Login History. The Windows taskbar at the bottom shows the system tray with the date and time: 4:37 PM, 12/19/2013.

- Click on “Change My Notifications”

## Setting Up Low Balance E-mail Notifications In Family Access



- Click check box to mark “Receive Notifications when Food Service Balance is Under \$10.00”
- Click “Save”
- You may now log out of Family Access