

## Skyward Family Access Notification Settings

As a parent, you can select what notifications you receive and how they are delivered to you about certain aspects of your child's education.

1. Log into Skyward Family Access

<https://skyward.bas-k12.org/scripts/wsisd.dll/WService=wsEPlus/seplog01.w>

If you don't have a Skyward log in, please contact the Belding Technology Dept. at (616) 794-4560.

2. Automatic school notifications

After logging in, toward the top right, click on 'My Account'. You will be taken to the account settings page.

The screenshot shows the 'Account Settings' page in the Skyward Family Access system. The page is titled 'Family Access - Login - Powered by Skyward' and has a URL of 'https://skyward.leniasd.org/scripts/wsisd.dll/WService=wsBAS/sfaccount001.w'. The page features a navigation menu on the left with options like Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, Activities, Academic History, Portfolio, and SkyAlert. The main content area is titled 'Account Settings' and includes fields for Home Email, School Email, Phone (with Work and Home dropdowns), and Family Access Login/Password. There are also checkboxes for 'I'm Using a Screen Reader' and 'Outline Links When Focused'. The 'Address (Mailing Address)' section includes fields for Street Number, Street Dir, Street Name, SUD, #, P.O. Box, Address 2, Zip Code, Plus 4, City/State, and County. An 'Address Preview' window is visible on the right. The 'Email Notifications' section has checkboxes for 'Receive Daily Attendance Notifications for my student(s) by Email', 'Receive Grading Emails for my student(s)', 'Receive Progress Report Emails for my student(s)' (with options for Daily, Weekly, or Monthly), and 'Receive Emails when Food Service Balance is under \$-0.01'. 'Save' and 'Undo' buttons are located at the top right of the form area.

