

Customizing the New Look of Family Access

1. Account Info:

- a. Setup up email notifications for Attendance and Grades.

Family Access

My Account Contact Us Email History Exit

Account Settings

Home Email: [text]
School Email: [text]
Phone: [text]
Work [dropdown]
Cell [dropdown]

Family Access Login [text]
Password Last Changed [text]

Show Google™ Translator in Family Access
Optimize for Screen Readers
Outline Links When Focused

Address (Mailing)

Street Number [text]
SUD [text]
Address 2 [text]
Zip Code [text]
County [text]

Email Notifications

Receive Daily Attendance Emails for my student(s)
 Receive Grading Emails for my student(s) ?
Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):
Low: [text] 70 for [text]

Save Undo

- b. Email notifications may be setup to receive an Email or Wall message or Both.

Email Notifications

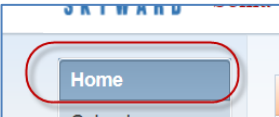

Receive Daily Attendance Notifications for my student(s) by [dropdown]
 Receive Grading Emails for my student(s) ?
Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):
Low: [text] 70 for [text]

Email
Wall Message
Email and Wall Message

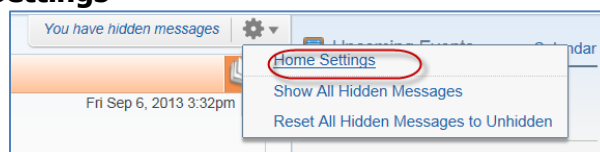
2. Messages:

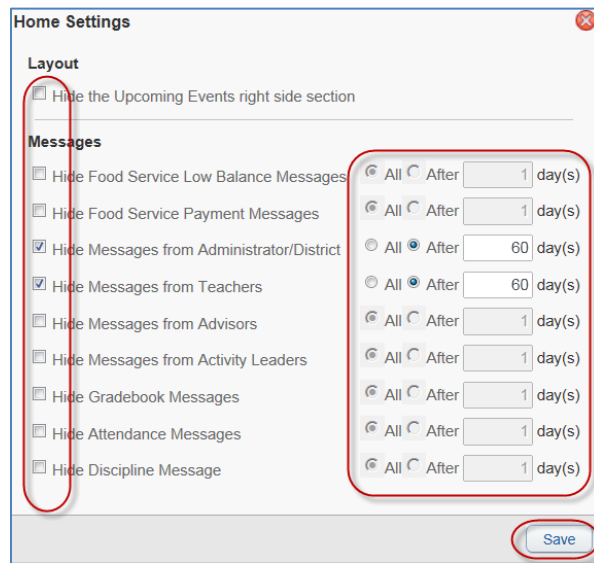



- a. From the Home Tab on the left, Set up **Home Settings** for Messages posted from various departments.

- i. Click on the  tab.
- ii. Click on the  icon to setup **Home Settings**

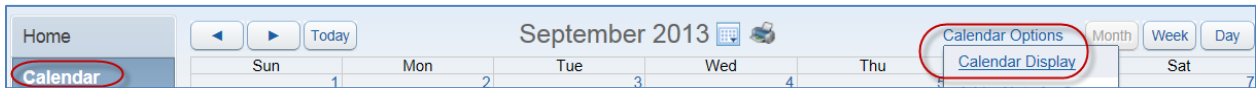
- b. Click on **Home Settings**





- c. Select Options to Hide Messages specifying after how many days.
- d. Select the Option to Hide Upcoming Events.
- e. Click the  button.

3. Calendar:



- 1. Select the Calendar Tab on the left
- 2. Click on Calendar Options\Calendar Display
 - a. Ability to select and color code Activities to be displayed on the calendar.

