

Setting up E-mail Notifications in Family Access

Guardians have the ability to set E-mail notifications for attendance (all grades) and grades (grades 6-12) in Family Access.

1. Login to Family Access
 2. Choose E-Mail Notifications from the General Information Area
 3. Choose Change My Notifications
- A. You can choose to receive an Attendance E-mail Notification for your child. An e-mail will be sent to you whenever your child is marked absent or tardy.
- B. You can choose to receive an E-Mail Grading Notification if any of the criteria listed are met. Setting a Low Assignment/Class Grade Percent will ensure that you are notified if your child receives an Assignment or class grade that is at or below this value. The primary parent sets these thresholds for the family.
- C. You also have the option to receive progress reports for your child. Once this is selected, you are able to specify how often the progress report will be sent to you via an E-mail notification.

The screenshot shows the 'My E-mail Notifications' interface. It has a title bar with 'My E-mail Notifications' and two buttons: 'Save' and 'Back'. The form is divided into three sections: 'Attendance:', 'Grading:', and 'Progress Report:'.
- 'Attendance:': A checkbox labeled 'Receive Daily Attendance Notifications For My Student(s)' is checked. A large red letter 'A' is positioned to the right.
- 'Grading:': A checkbox labeled 'Receive Daily Grading Notifications For My Student(s) if one of the following happened:' is checked. Below it are two input fields, both containing '70.00'. The first is labeled 'Low Assignment/Class Grade Percent' and the second is 'High Assignment/Class Grade Percent'. To the right of these fields is a large red letter 'B'. Below the input fields is a list of five criteria:

- Student has missing assignments in the current term.
- Student received an assignment score less than the Low Assignment/Class Grade Percent in the last week.
- Student's current Progress Report grade is less than the Low Class Grade Percent in a class.
- Student received an assignment score more than the High Assignment/Class Grade Percent in the last week.
- Student's current Progress Report grade is more than the High Class Grade Percent in a class.
- Student's grade mark has changed for a past term.

It is very important to keep your email address up to date. To double check or update your email address, choose Account Info from the top right. Choose Change my Email to update your email address.

The screenshot shows the 'Account Info' menu. At the top, there are three buttons: 'Account Info', 'Print', and 'Logout'. Below these, there is a vertical list of three options: 'Change My Login', 'Change My Password', and 'Change My Email'. The 'Change My Email' option is highlighted with a light blue background.