

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 Emp History Exit

Account Settings

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

Family Access Login: [text] Save
Password Last Changed: [text] Update

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

Address (Home)

Street Number: [text] Street Name: [text] City: [text] State: [text] ZIP: [text]

Address 2: [text]
Zip Code: [text] Country: [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]

Email
Wall Message
Email and Wall Message

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

Email Notifications

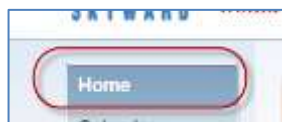
Receive Daily Attendance Notifications for my student(s) by [text] Email
 Receive Grading Emails for my student(s) ?
Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used)
Low: [text] 70 for [text]

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.

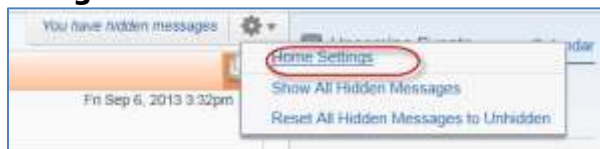


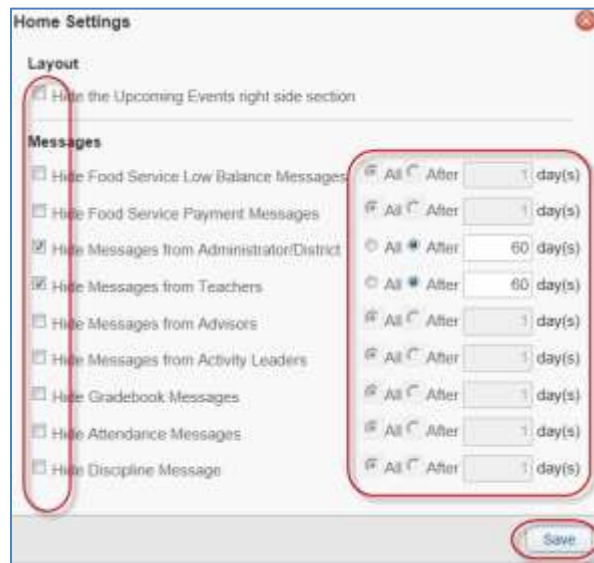
- i. Click on the [Home tab] tab.




- ii. Click on the [gear icon] icon to setup **Home Settings**

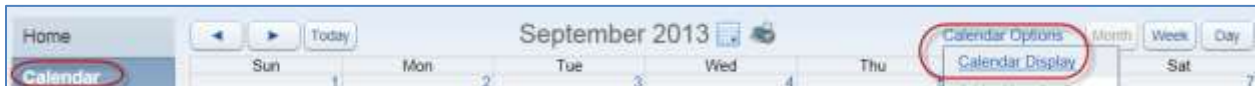
- b. Click on **Home Settings**





- 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.

