

Low Balance Email Notification Set-up

Parents wanting to receive low-lunch balance emails would need to:

The screenshot shows the Skyward Family Access interface. At the top left is the Skyward logo and the text "Family Access All Students". At the top right are links for "My Account", "Email History", and "Exit". On the left is a navigation menu with items: Home, Online Registration, Calendar, Gradebook, Attendance, Student Info, Food Service, Fee Management, Academic History, Skylert, and Login History. On the right is the "Upcoming Events" calendar, which lists events for North Elementary School: SIP DAY (Wed Sep 27, 2017), EARLY OUT (Thu Oct 5, 2017), No School (Fri Oct 6, 2017), TEACHER INST (Fri Oct 6, 2017), and No School (Mon Oct 9, 2017).

Go to **My Account** (top right hand corner)

You will see **Email Notifications** in the middle of the screen.

Check the box in front of "**Receive Notification when Food Service Balance is under \$5.00.**"

Click "**SAVE**" on the top right hand side.

The screenshot shows the "Account Settings" page. On the left is the same navigation menu as in the previous screenshot. The main content area is titled "Account Settings" and includes fields for Email, Phone (with area code (217)), Work phone, and Family Access Login. There are checkboxes for "Show Google™ Translator in Family Access", "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, Zip Code (62650), Plus 4, City/State (JACKSONVILLE, IL), and County. An "Address Preview" box shows "JACKSONVILLE, IL 62650". On the right side of the page are buttons for "Save", "Change Password", and "Undo". At the bottom, the "Email Notifications" section is highlighted in yellow and contains a checked checkbox for "Receive Notifications when Food Service Balance is under \$5.00" and radio buttons for "Email", "Wall Message", and "Email and Wall Message". Below that is the "Hide Students" section with a checkbox and a redacted name.