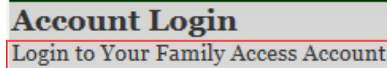


# Skyward Family Access: Email Notifications

## I. Logging into Family Access

- Galena Park ISD website: [www.galenaparkisd.com](http://www.galenaparkisd.com)
- Select: Parents / Skyward Family Access
- Select: Login to Your Family Access Account

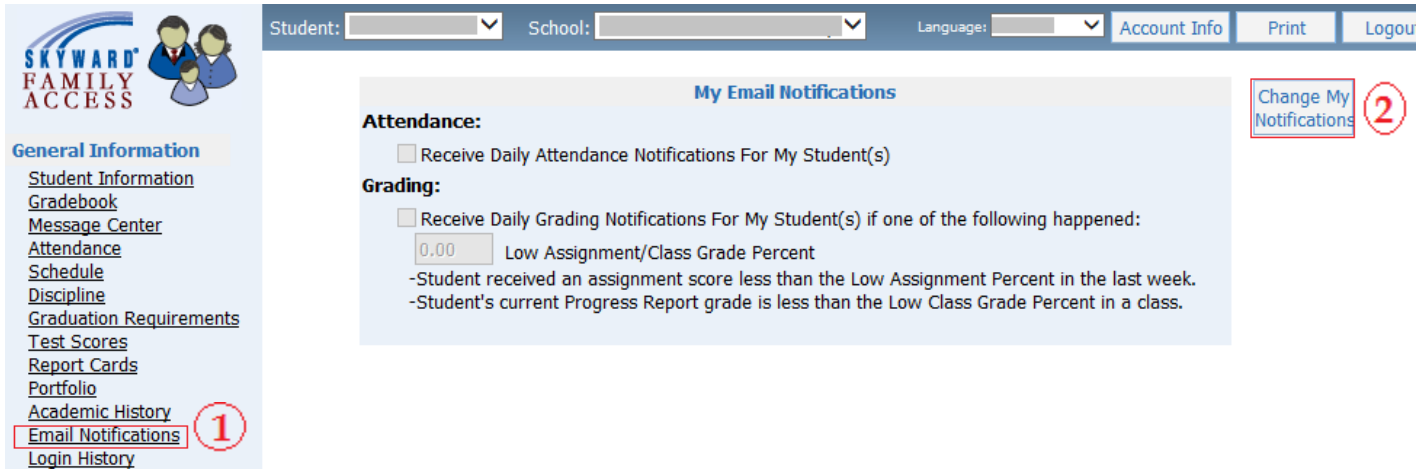
If you do not know your ID and Password, call the number for your child's school listed on the page.



**Account Login**  
Login to Your Family Access Account

## II. Email Notifications

- Select: Email Notifications
- Select: Change My Notifications



**SKYWARD FAMILY ACCESS**

Student: [dropdown] School: [dropdown] Language: [dropdown] Account Info Print Logou

**My Email Notifications**

**Attendance:**

Receive Daily Attendance Notifications For My Student(s)

**Grading:**

Receive Daily Grading Notifications For My Student(s) if one of the following happened:

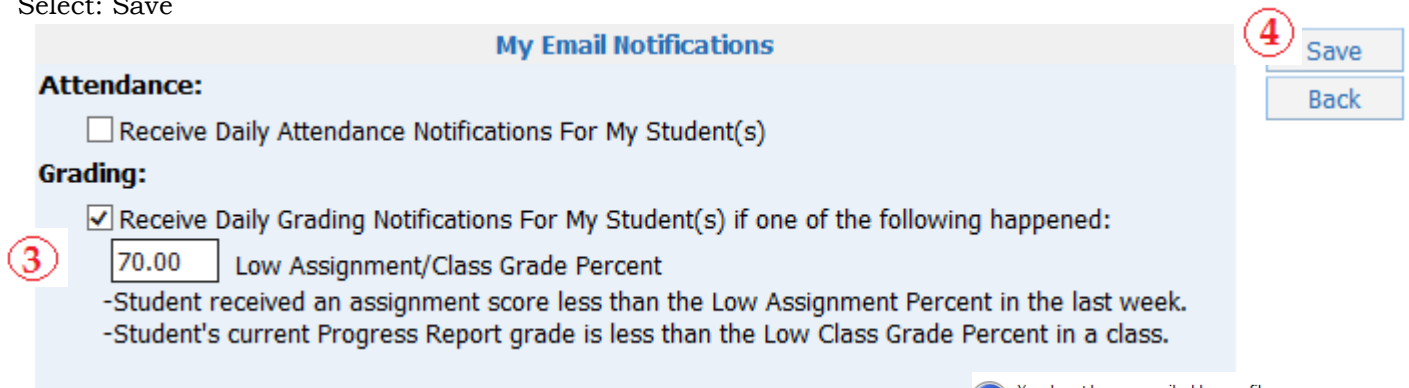
0.00 Low Assignment/Class Grade Percent

- Student received an assignment score less than the Low Assignment Percent in the last week.
- Student's current Progress Report grade is less than the Low Class Grade Percent in a class.

[Change My Notifications](#) 2

[Email Notifications](#) 1

- Select: The items you want emailed to you. (Attendance and/or Grading)  
Grading: If you select grading, type in a Low Assignment number. The program will email you your child grade when they score less than the Low Assignment number you typed.
- Select: Save



**My Email Notifications**

**Attendance:**

Receive Daily Attendance Notifications For My Student(s)

**Grading:**

Receive Daily Grading Notifications For My Student(s) if one of the following happened:

70.00 Low Assignment/Class Grade Percent

- Student received an assignment score less than the Low Assignment Percent in the last week.
- Student's current Progress Report grade is less than the Low Class Grade Percent in a class.

[Save](#) 4

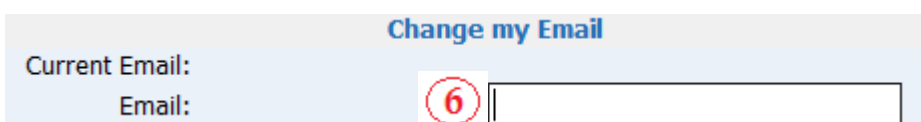
[Back](#)

? You do not have an email address on file. In order to receive Email Notifications, an email address is required. Would you like to enter an email address now?

Note: Email Notifications have already been saved.

(OK) Enter an email address now.  
(Cancel) Return to the Email Notifications screen.

- If you do not have an email on file, a dialog box will appear - Select OK
- Type in your email address



**Change my Email**

Current Email:

Email: [input field] 6



[OK](#) 5 [Cancel](#)

**Note:** You can change your email address at anytime by selecting:

[Account Info](#)