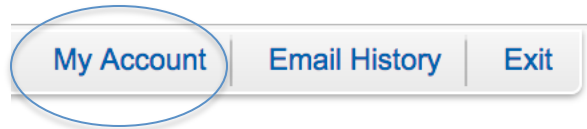


Email Notifications for Progress Reports

1. Sign into your **Family Access** account
2. Click **My Account** on the top, right side of screen



3. Toward the bottom of the screen under **Email Notifications** check the box next to **Receive Progress Report Emails** for my student(s)

Email Notifications

- Receive Progress Report Emails for my student(s)
 Daily Weekly (every Saturday) Monthly (1st of each month)

4. The threshold is set to 0.00 which means you will get all notifications on a weekly basis
5. If you have any issues or questions please direct them to skyward@glencoeschools.org
6. This option is only available for **Central School** students in **grades 5-8**