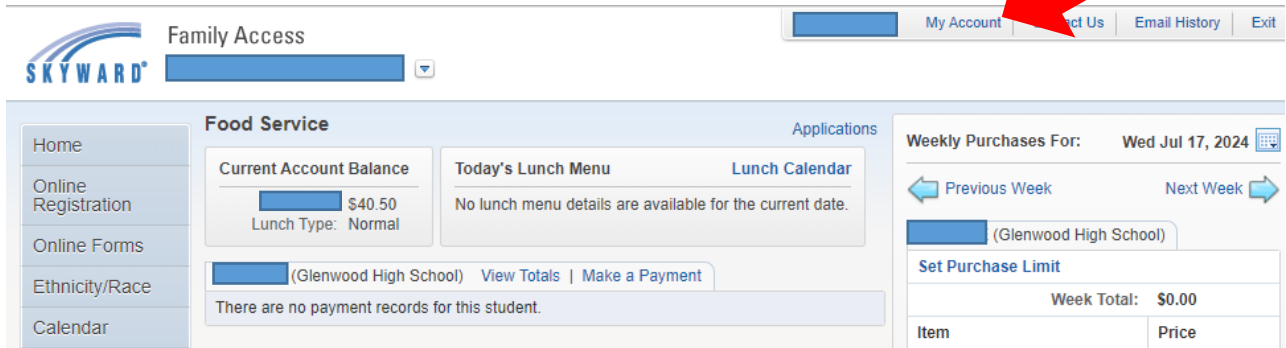


How to Turn On OR Turn Off Low Balance Notifications

Login to your Skyward Family Access account:

[Skyward Login](#)

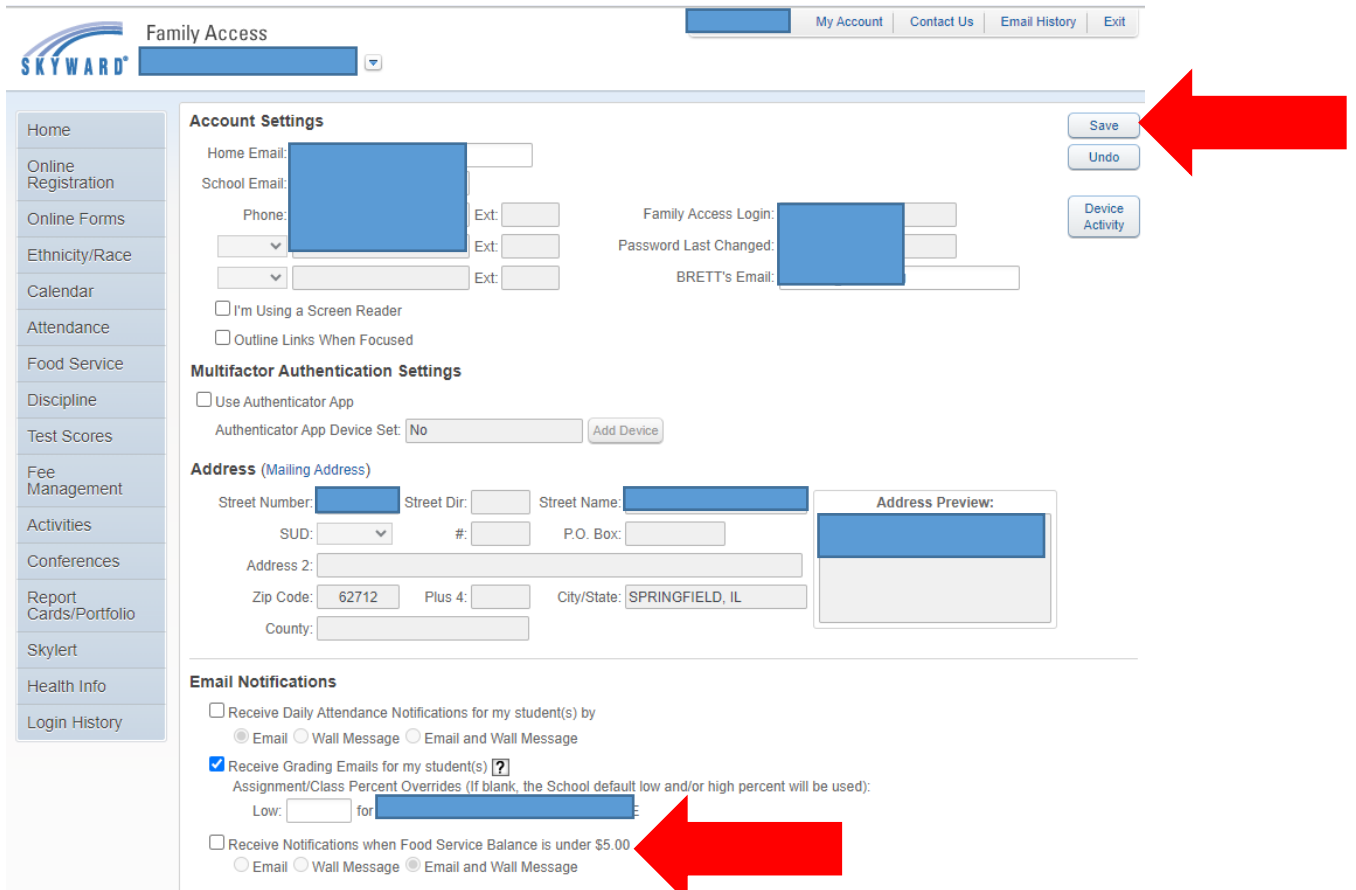
Step 1 – Click on the My Account link.



The screenshot shows the Skyward Family Access interface. At the top right, there is a navigation bar with links for 'My Account', 'Contact Us', 'Email History', and 'Exit'. A large red arrow points to the 'My Account' link. Below the navigation bar, the page is divided into several sections: 'Home' (with links for Online Registration, Online Forms, Ethnicity/Race, and Calendar), 'Food Service' (showing Current Account Balance of \$40.50, Today's Lunch Menu, and Lunch Calendar), and 'Weekly Purchases For: Wed Jul 17, 2024' (with Previous Week and Next Week buttons, and a table for Set Purchase Limit).

Step 2 – Check or Uncheck the **Receive Notifications** box.

- If you Check the box, this indicates you want to receive low balance notifications. You must then select how you want to receive your low balance notifications – Email; Wall Message; OR Email and Wall Message.
- Then finish by making sure you click the **Save** button.



The screenshot shows the 'Account Settings' page in Skyward Family Access. The page is divided into several sections: 'Account Settings' (with fields for Home Email, School Email, Phone, Family Access Login, Password Last Changed, and BRETT's Email), 'Multifactor Authentication Settings' (with a checkbox for 'Use Authenticator App'), 'Address (Mailing Address)' (with fields for Street Number, Street Dir, Street Name, SUD, #, P.O. Box, Address 2, Zip Code, Plus 4, City/State, and County), and 'Email Notifications' (with checkboxes for 'Receive Daily Attendance Notifications for my student(s) by', 'Receive Grading Emails for my student(s)', and 'Receive Notifications when Food Service Balance is under \$5.00'). A large red arrow points to the 'Save' button in the top right corner. Another large red arrow points to the 'Receive Notifications when Food Service Balance is under \$5.00' checkbox in the 'Email Notifications' section.