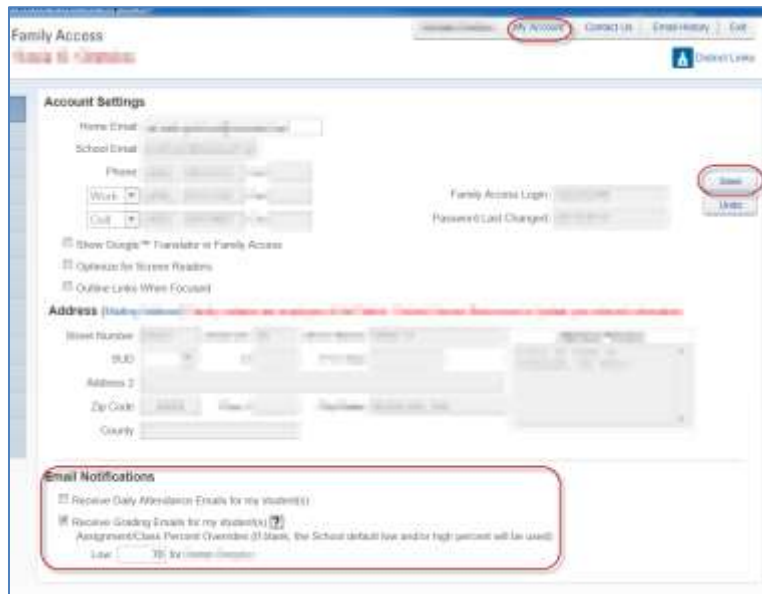


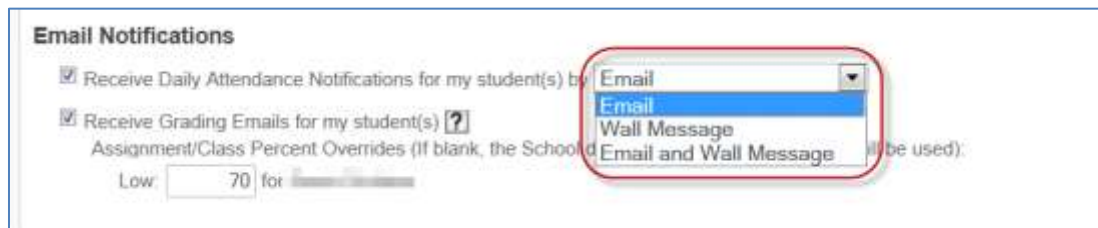
Customizing the New Look of Family Access

1. Account Info:

- a. Setup up email notifications for Attendance and Grades.



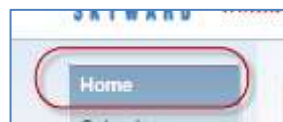
- b. Email notifications may be setup to receive an Email or Wall message or Both.



2. Messages:



- a. From the Home Tab on the left, Set up **Home Settings** for Messages posted from various departments.

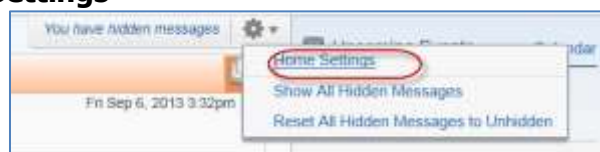


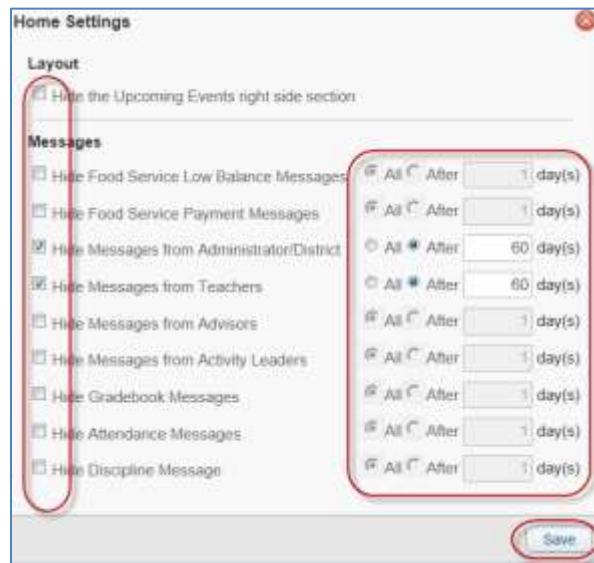
- i. Click on the




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

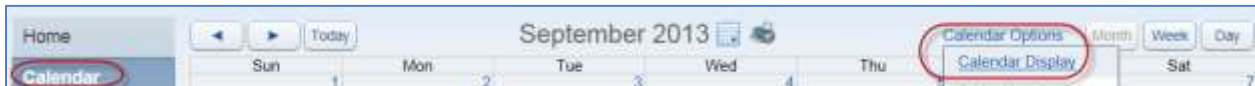
- b. Click on **Home Settings**





- 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.

