Customizing the Look of Family Access

1. **Account Info:**
   a. Setup up email notifications for Attendance and Grades.

   ![Family Access Account Info](image1)

   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 **Home** tab.

   ii. Click on the icon on the top of the screen 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 'Save' button.

3. Calendar:

Select the Calendar Tab on the left
1. Click on Calendar Options\Calendar Display
   a. Ability to select and color code Activities to be displayed on the calendar.

4. Missing Assignments: for High school and Middle school students only.

1. Click on Gradebook
2. Click on the 'Show All' option to view missing assignments.
3. Click on 'Show only for Current Term' to view missing assignment for the current term only.
4. Switch back to ‘Show All’ to view all missing assignments to date.