

# Setting Up Automatic Emails for Missing Assignments

This document is designed to assist you in setting up automatic email notifications for missing assignments.

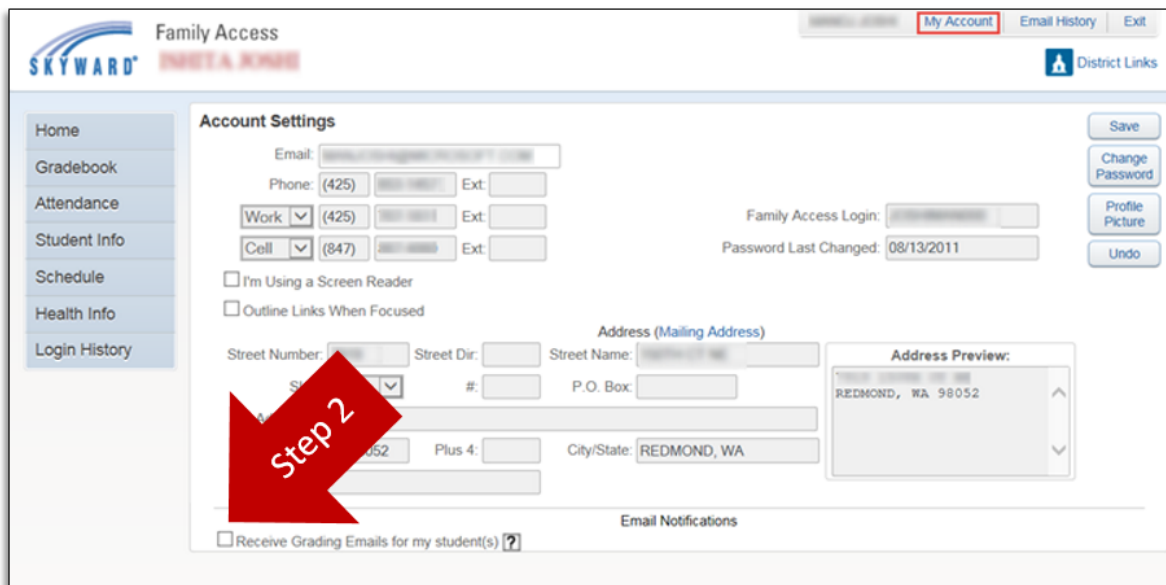
Parents and families can choose to receive automatic notification once each day about the existence of any assignments marked by a teacher as missing. Please follow the steps below to begin receiving these emails.

1. Log in to Parent Access and then click the link titled **[Family Access]**.
2. Once inside your Family Access account, select the **My Account** tab, top right on the page.



The screenshot shows the 'Family Access' interface. At the top right, there are tabs for 'My Account', 'Email History', and 'Exit'. The 'My Account' tab is highlighted with a red box. A large red arrow labeled 'Step 1' points from the 'My Account' tab towards the 'Account Settings' section. The 'Account Settings' section includes fields for Email, Phone (with area codes 425 and 847), Work and Cell phone numbers, Family Access Login, and Password Last Changed (08/13/2011). There are also checkboxes for 'I'm Using a Screen Reader' and 'Outline Links When Focused'. At the bottom, there are fields for 'Address (Mailing Address)' including Street Number, Street Dir, Street Name, and Address Preview.

3. In My Account, select the checkbox at the bottom left of the page that enables email notification. It states, **"Receive Grading Emails for my student(s)."** Then **SAVE**.



The screenshot shows the same 'Family Access' interface as the previous one. A large red arrow labeled 'Step 2' points to the checkbox at the bottom left of the page, which is labeled 'Receive Grading Emails for my student(s)'. The checkbox is currently unchecked. The 'Address (Mailing Address)' section is also visible, showing fields for Street Number, Street Dir, Street Name, #, P.O. Box, City/State (REDMOND, WA), and Plus 4. The 'Address Preview' shows 'REDMOND, WA 98052'. The 'Email Notifications' section is at the bottom right.