

Family Access: Using the Message Center

The Family Access Message Center allows instructors to send messages to parents/guardians via Family Access. If your email address is incorrect, the notifications will not be received by your email account. Please see the handout for updating an email address through Family Access.

Log into Family Access and click the **Message Center** link. Classes with messages will appear with a view messages link. **Note there is an expired messages tab and a current messages tab.**

Student: School: Account Info Print Logout

Message Center

Current Expired

Class Messages

[Show All Classes](#)

Period	Class	Description	Term	Teacher	Messages	
0	299N/1	Class Title	S1	SARA HENKE	0	
0	299O/1	Class Title	S1	SARA HENKE	0	
1	021A/11	Class Title	S1	JOHN RENNINGER	1	View Messages
2	077				0	

Select the desired timeline, click the 'View Messages' link to view any messages the instructor has left for a particular course.

The messages for the selected course and time period will appear.

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Expired Messages

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~~021A/11 GLOBAL ISSUES - Prd 1~~

Post Date	Summary	Posted By	Expiration Date
09/24/09	Test of Message Center	JOHN RENNINGER	10/01/09

Message: Test

Here you can review messages left by an instructor of a specific course.