
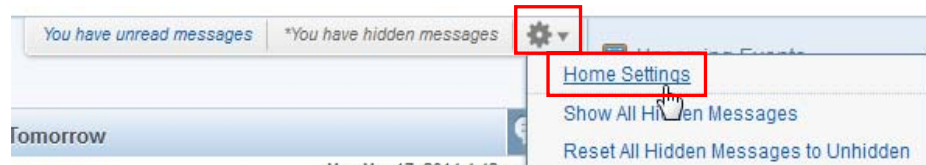


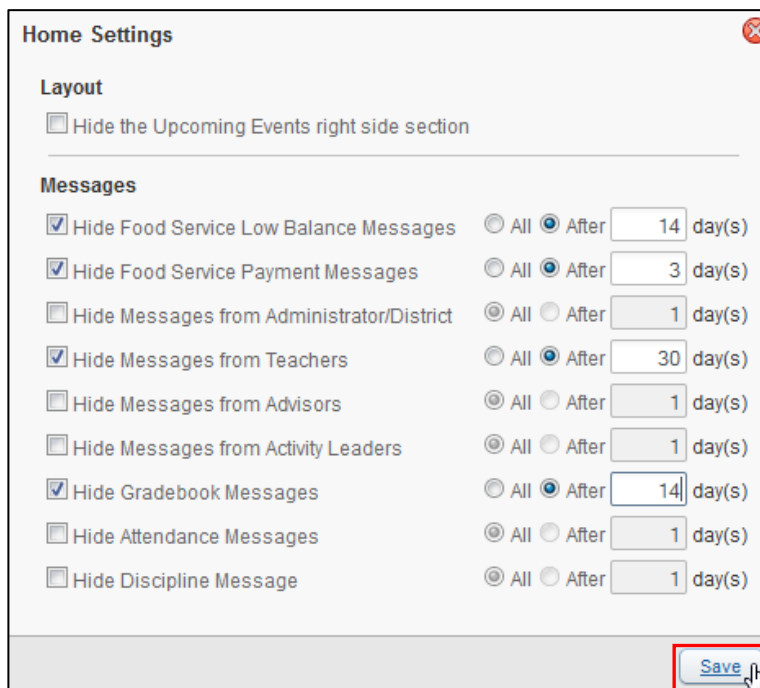
Customizing the Look of New Family Access

All Family Access messages are now displayed on a Home page *wall*. The default displays all messages with the most recent on top. Users may customize the wall by determining which messages display and for how long. Here's how:

- A. Begin on the **Home** page; this is the first option in the applications menu.
- B. Use the Home Settings  icon to access the settings screen.



- C. Select the desired options for displaying messages. (Currently UPSD does not use Advisor or Discipline Messages.)
- D. Click **Save**.

A screenshot of the "Home Settings" dialog box. It has a title bar with a close button. The "Layout" section has a checkbox "Hide the Upcoming Events right side section" which is unchecked. The "Messages" section contains a list of message types with checkboxes to hide them and radio buttons to select the display duration. The options are: "Hide Food Service Low Balance Messages" (checked, After 14 day(s)), "Hide Food Service Payment Messages" (checked, After 3 day(s)), "Hide Messages from Administrator/District" (unchecked, After 1 day(s)), "Hide Messages from Teachers" (checked, After 30 day(s)), "Hide Messages from Advisors" (unchecked, After 1 day(s)), "Hide Messages from Activity Leaders" (unchecked, After 1 day(s)), "Hide Gradebook Messages" (checked, After 14 day(s)), "Hide Attendance Messages" (unchecked, After 1 day(s)), and "Hide Discipline Message" (unchecked, After 1 day(s)). A "Save" button is at the bottom right, highlighted with a red box.

Note: Users always have a quick way to **Show All Hidden Messages** and/or **Reset All Hidden Messages to Unhidden** option under the Settings icon.