

Setting Up Alert Receipt

You can configure Instant Alert to send alerts to your telephone, Email, text messaging and/or pager. **Note:** The devices already listed in the **Parent Profiles** page are added by default and you need not add them again.

Complete the following procedure to configure the alert:

1. Click the **Alert Setup** tab.
2. Select a device from the **Add New Device** list. You can choose to add a telephone, an email ID, a text messaging device, or a pager.
3. Enter **Device Details** for the device you just selected. If you selected a phone, text messaging device, or a pager, you must enter its number in the proper format. If you chose email as the new device you must enter an email ID in the proper format.
4. Select a name from the **Select Name** list. This list consists of your name, your spouse's name and the names of any other contact you might have specified.
5. Click **Add**.

Result: *The device is added to the list of devices under the name you have chosen.*

6. Select the check-box(es) corresponding to the alert types that you want to receive on the device you have added. **(see list below)**

Example: If you have added a phone number and you want only High Importance alerts to be sent to your phone number, select the **High Importance** check-box corresponding to the phone number.

7. Repeat steps 2 to 6 to add as many devices on which you want to receive alerts.
8. Click **Update** to save the details you have entered. Click **Reset** in case you want to cancel the changes you have made and revert back to the old details.

Milan Area Schools – Definition and Use of Types of Messages

When determining what “alert types” to have sent to each device, please consider the following usage definitions created by Milan Area Schools. At this time, we may not be using all of these types of messages, but want you to be able to set up your usage based on the definitions.

School Closing – School Closings & School Delays

High Importance – Emergency Use Only (examples: lockdowns, safety announcements, etc.)

Transportation – Changes in Transportation (examples: late bus, main roads only, etc.)

Activities – Building Level Activities (Open houses, parent/teacher conferences, concerts, etc.)

General – District Level Activities Announcements