

Text Notifications for Parents} Step-by-Step Instructions

For weather related cancellations, early dismissals, emergencies and more, you will be the first to know with FastDirect Communications' SMS text notification service! Please follow the instructions below to get activated.

Step 1: Sign in to your parent account.

Step 2: (in the App) Click 'Display Parent Data'.

Step 2: (in a browser) Click the 'View/Edit Parent Information' button at the top of your Home screen.

Step 3: In the parent data form, add your cell phone number and your cell phone provider (see sample form below).

Step 4: (in a browser) A pop-up message box will ask you if this is what you want to do. Click 'OK'. Skip this step if logged in on the App.

Step 5: To save these changes, click the 'Save Changes' button located directly below the parent data form.

Step 6: Click 'Test It' to send a test notification to your cell phone in order to verify that you are activated! (Please note: After saving these changes, the system automatically permissions your account to receive text notifications. If you would like to opt out of receiving text notifications, just uncheck this option and click 'Save Changes'.)

Note 1: This feature is only if you want to receive a text alert that an FDmail message has been sent to your parent account.

(Sample Parent Data Form)

Please enter all phone numbers as areacode-prefix-number

Home Phone: *

Work Phone:

Step #3 Cell Phone:

Service Provider:

E-Mail:

Step #6 I authorize FastDirect Demonstration School to send text messages to: 5032600742@txt.att.net using FastDirect. [test it](#)

FDmail Notification Preferences:

Email (Sends to tomallen@email.com)

Note #1 Text (Sends to 5032600742@txt.att.net)

Allow Email forwarding of FDmail

Sends to tomallen@email.com Sensitive information could possibly be sent via email.

HELPFUL TIPS:

- If you are unable to make changes to your parent data form, please contact an administrator in the school's office.
- Both parent/guardian #1 and #2 have text notification permissions.
- Verify the cell phone numbers & providers that are entered for both accounts.
- Text notifications only apply to FDmail messages that have been sent by a staff person to your parent account.
- Any FDmail that was sent as a text cannot be replied to via text.
- SMS technology will truncate the body of the message according to its character limit rules and will strip any HTML code used within the message.

Thank you for using FastDirect Communications to strengthen your school community. We hope you enjoy the enhanced connection between your family and school.

**Sincerely,
The FastDirect Communications Team**