

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's SMS text notification service! Please follow the instructions below to get activated.

Step 1: Sign in to your parent account.

Step 2: Click the 'Display Parent Data' 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).

(Sample Parent Data Form)

FastDirect Demo School Registration Form					
Parent/Guardian #1 (where student resides) required			Please enter all phone numbers as areacode-prefix-number		
Last Name:*	Jensen	First Name:*	Bob	Initial:	M
Title:		Suffix:		Relationship:	parent
Address:*	16709 Holtz Rd	City:*	Lowell	State:*	IN
Zip:*	46356	Home Phone:*	219-696-1725	Work Phone:	
Cell Phone:	3148223278	At:	AT&T		
Occupation:	farmer	Business Address, City, St., Zip:			Religion/Church:
Lutheran					
E-Mail:	(leave it blank if no email)				
You may elect to receive text messages if you enter a full 10 digit cell phone number and select your provider.					
FDmail Auto Notification:					
<input type="checkbox"/> email (Sends an email notification to no email address provided.)					
<input type="checkbox"/> text (Sends a SMS text notification to no cell phone / provider given.)					
<input checked="" type="checkbox"/> Allow Email forwarding of FDmail to . No email address provided.					

Step 4: A pop-up message box will ask you if this is what you want to do. Click 'OK'.

Step 5: To save these changes, click the 'Change Data as Shown Above' 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 'Change data as shown above'.)

<input checked="" type="checkbox"/> I authorize FastDirect Demo School to send text messages to: 3148223278@txt.att.net using FastDirect. test it

(Sample Opt In/Out box for Text Notifications In the Parent Data Form)

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 applies 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 to strengthen your school community. We hope you enjoy the enhanced connection between your family and school.

Sincerely,
The FastDirect Team