

Dear Parents,

This letter is to introduce you to School Announcement. As many of you know, this year our school is implementing a new voice notification system, to improve parent communication through School Announcement ([www.schoolannouncement.com](http://www.schoolannouncement.com)). During the year, we will be sending out voice notifications for school closings, event reminders, schedule changes, meeting notifications, and volunteer opportunities, along with a variety of other reasons.

Your school has invested in providing you an easy means to manage your notification and contact information.

Currently all voice notifications are being sent to your home phone only, by logging into the website portal you can update your contact information, organize notification lists, add phone numbers (cell phone and work phone numbers) and even email addresses.

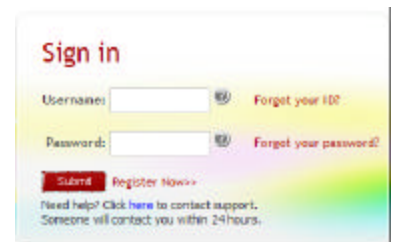
The Parent Information Portal enables you not only update contact information, but choose which numbers you would like notified in each situation.

The following is a step-by-step instructional demonstration on how to create your username, password and you're child or children to the School Announcement web portal.

## Welcome to the School Announcement 2.0 Parent Portal

To log into the site please go to  
<http://portal2.schoolannouncement.com/parent>

To Sign in Simply type your username and password into the text boxes provided.



The screenshot shows a 'Sign in' form with two input fields: 'Username' and 'Password'. Each field has a small eye icon to its right. To the right of each field is a link: 'Forgot your ID?' for the username field and 'Forgot your password?' for the password field. Below the fields is a red 'Submit' button and a link 'Register Now >>>'. At the bottom, there is a note: 'Need help? Click here to contact support. Someone will contact you within 24 hours.'

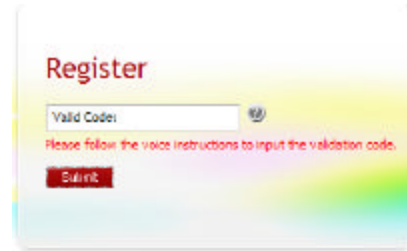


The screenshot shows a 'Register' form with a single input field labeled 'Phone Number:'. To the right of the field is a small eye icon. Below the field is a red 'Submit' button.

If you have not yet registered please click on the Register now Button. **Please note that if you are registering for the first time you MUST be at the same location of your primary phone that is listed at the school as the School Announcement system will be calling you to give you your Validation Code. This is a security measure to ensure that you and you alone can access contact info pertaining to your child(ren).**

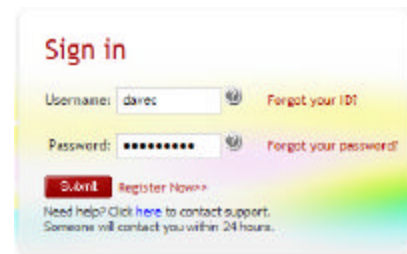
To Register Type in your Primary phone number in the text box provided. Click on the Submit Button

Soon you will receive an automated phone call advising of your code. Grab a pen and write down your validation code. Type this code into the text box provided and click the Submit button.



You will now be asked to enter your first name, last name, relation to the child, a username, password, A security question and a security answer. Click the Submit button to continue.

Now that you have registered with School Announcement.com please enter your username and password and click Submit to log in.



## Tutorials

### My Children

My Children is used for viewing and editing your children's information. Click here to see how to review previous messages and set-up notifications to a given list.

### Contact

Contact allows you to add additional phone numbers and email addresses.

### History

History allows you to review messages (email, voice and text).

### Account Information

Account Information allows you to edit your login and account information.

### Help

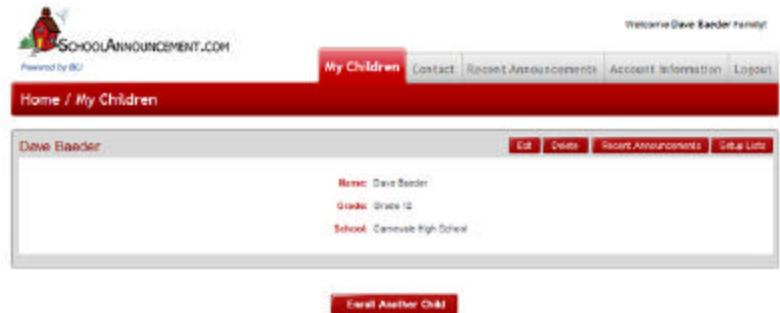
Click the question mark for general help throughout this website.

## Announcements

Subject	Date
📧 New Announcement	09-01-09

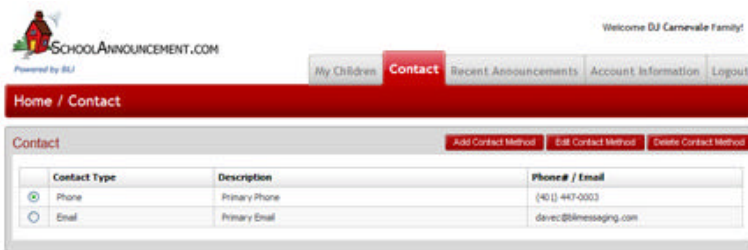
The home page allows you access to the many different features of the School Announcement Parent Portal

To view your Child(ren) click on the My Children Link or Tab at the top of the page



Here you have the ability to edit your child's info, delete your child's profile, check any recent announcements pertaining to your child, add your child to any notification subscription lists for announcements that the school offers and to enroll another child into the school.

To view/edit/delete or add your contact information please click on the Contact Tab



To view recent announcements click on the Recent Announcement Tab. This will allow you to view any announcements the school has sent you.

The Account information tab allows you to update your name your security questions and change your password.

If you have any difficulties please contact the Support team at 1-800-929-1643.