## Subscribe to Text/SMS Emergency and Weather Notification

## Employees who are also parents follow these directions:

- 1) Login to Family Access
- 2) Add/update your notifications click here for directions.

## **Employees:**

- 1) Login to Employee Access
- 2) Click Employee Information
- 3) Click Personal Information
- 4) Update phone numbers:
  - a) Add home phone numbers and mobile device numbers.
  - b) List all of the mobile devices that you wish to receive text/SMS notifications on. Standard text message rates apply

H	ome 🖵	Employee Information	Time Off	FastTrack Open Positions	Re	
•	- Employee Information					
ſ	Personal Information				<b>1</b>	
	Calendar				0	
	Modify HR Calendar Events				<b>1</b>	
	Accounts Payable Payments					
	Online Forms				6	

- 5) If the number has never received text messages from the school district an opt-in message will be sent to the phone at 10:00 the day after the number is added. The opt in message will be: "Pulaski Schools alerts. Reply Y 2 confirm, Help 4 info. Msg&data rates may apply. Msg Freq varies. school messenger.com"
- Please reply with a Y to confirm. Type the word YES to 675876) These numbers can be changed/updated at any time by logging back into employee access. These numbers are updated nightly. (You only receive the opt-in message once)

\* If you have previously opted out of text messages from the district but would like to opt back in, text the word "YES" to 67587

\* If your mobile number was already in Skyward Employee access and you did not receive a text message or you want to verify you are set to receive messages, send a message to 67587 with the text YES from the mobile phone that you would like to receive messages. You will receive this message back: "You're registered 4 School Messenger Notifications. Reply STOP to cancel, HELP for help.