

## **New Service Available at Middletown Elementary — Instant Notification System**

### **Receive School Notifications via Text Message or Automated Phone Call and Email**



This fall Middletown Elementary has partnered with DEAN Alert, a Louisville-based emergency notification alert network, to provide a new communication system for parents. DEAN Alert allows school administrators and the PTA to reach members of our school community, wherever they may be.

The system is able to send out instant emergency notifications via text message or voice message and/or email; you can select one or all of these communication vehicles during the online enrollment process.

Hopefully, the most serious emergency messages we will need this system for are weather-related notifications (in that event we will also continue to use communication vehicles such as radio and television to broadcast weather-related announcements). However, the system is designed with the speed and flexibility to enable the school to deliver critical breaking news or other warnings from school instantly. The system has been utilized at other schools to alert parents about school bus accidents and delays. Last year's wind storm, ice storm and water outage are all instances where the system would have been utilized. Additionally, the PTA will occasionally use this system to send out event reminders/updates.

Parents and employees are not required to enroll in this network; the decision to do so is optional. The only cost for using this system is the charge for receiving a text message from your cell phone provider in the event you are not on an unlimited text message program.

Instructions on how to enroll online into the Middletown Elementary School DEAN Alert network are listed on the next page. Enroll now and never miss an important message from school!

# Middletown Elementary Instant Notification System

## Enrollment Instruction Sheet

Get instant notifications about school emergencies, weather-alerts and event reminders by registering as a member of the Middletown Elementary DEAN Alert network. Enrollment is easy and takes just a few moments.

To get started, simply go to **www.deanalert.com**.

- Fill out the NEW USER box on the left.
- Enter your first name, last name, and e-mail address (no one else can now register using this e-mail address).
- Click on CREATE MY ACCOUNT and a new screen will appear.
- Below the numeral 1, TYPE MIDDLETOWN ELEMENTARY SCHOOL as the network you wish to join.
- As you type the network into the box, names will appear beneath. Click on Middletown Elementary School.
- As a parent, click on the circle next to Parent.
- Enter your child's full first name (no nicknames) and last name. The system will have a blank titled registration code — leave this field blank and click on JOIN THIS NETWORK.
- Below the numeral 2 is ADD A PHONE.
- Type the area code and phone number of the phone you want to receive message alerts on. Below the number is a box that reads – This is a cell phone that can receive text messages. Please make sure this box is checked IF YOU WISH TO RECEIVE TEXT MESSAGES. If this is a land line or cell phone that does not receive text messages, leave the box blank.
- Click on ADD PHONE.
- Below the numeral 3 is CHOOSE A PASSWORD.
- Enter your password of at least 4 characters.
- Click on SAVE INFO.
- You are now logged into the site. If you checked the box confirming that your phone number is a cell phone that accepts text messages, we will have already sent it a 4 digit validation code. You must enter the code and click the validate box. You are now all set. Just so you know, by entering the validation code, we are confirming that we will be sending important text messages to the correct phone number. People sometimes enter the number incorrectly, so if you do not receive the text message with the validation code, you may have entered the number incorrectly.
- You are on the OVERVIEW page (see the tabs at the top). Please make sure you click on the small buttons next to your Alert groups to enable you to receive the messages the way you want. If all you want to receive is a text message, just click on the small circle and it will turn green (if it is not already green). If you do not want to receive a voice message, just click the button and it will turn red.



If you need to log back into the system to update your email address, phone number or notification preferences, just go to **www.deanalert.com** and enter your e-mail address and password beneath the heading – RETURNING USER.

Now you are all set to receive instant notifications from school. Thank you for participating in this new system!