

Emergency Text Alerts

Starting this year, all school emergency alerts will be sent via TEXT only. The alerts will be generated from the information each family inputs into the new Sycamore education system.

We are asking **each** family to please take a few minutes to re-visit the Sycamore system and opt-in to our Emergency Notification List.

Each of the following steps is vital to be assured that your cell phone will receive a text in the event that we need to communicate with you quickly. Please take a few minutes to complete this process.

This process MUST be completed for each cell phone that you want to receive the Emergency Alert texts.

Please login into the Sycamore education website:

<https://app.sycamoreschool.com/index.php>

Our school id is 2926

Your username and password were emailed to you earlier this summer in an email titled "**Sycamore Education Invitation**" from St. Margaret Mary School.

On the left side of the page (near the bottom 1/3), please select "**My School**".

- Now, select "**Notifications**".
1. There will be a drop down titled "**Select Parent**". The box may appear blank, but there will be parent names once you click on the down arrow within the box.
 2. Next **check** the **Enabled button**. (The enabled button **MUST** be selected to save your choices.)
 3. "**SMS**" box – Click on the arrow within this drop down box to select the CELL phone number that you want to receive alerts on.
 4. To the immediate right of your SMS selection, please use the "**Choose Carrier**" drop down box to select your cell phone carrier.
Without the cell phone carrier noted in the Sycamore system, you will not receive these important announcements about weather and other school information. Again, voicemails will NOT be generated, only text alerts.
 5. The "**SMS Email**" box will automatically populate once your phone number and carrier have been selected. *It will have an email format.*
 6. "Voice" drop down box – there is no capability for voice notifications, so please do **NOT** select a phone number for this area.
 7. Under the grey **Notification List**, please **check** the box in front of "**All School Families**". *This will include your cell phone in the distribution list that will receive the Emergency Alerts.*
 8. Now, please select the blue **Update** button on the upper, right side of the page.

This process MUST be completed for each cell phone that you want to receive the Emergency Alert texts.

As a **double check** to make sure everything you entered is correct, please click on the "**Select Parent**" area and double check your entries that have been saved. Check to make sure:

- “**Enabled**” button is checked.
- There is an entry in the “**SMS Email**” area that looks like an email address.
- The little box is checked in front of “**All School Families**”.