

Enter the requested information. The password requires a length of at least 8 characters with at least 1 number and 1 letter. You will be writing your own security question and answer. (Example – What is your mother’s maiden name?) Click Save at the end.

You will now be taken back to the login screen. Use your new username and password then click Submit. Don't forget to write it down:

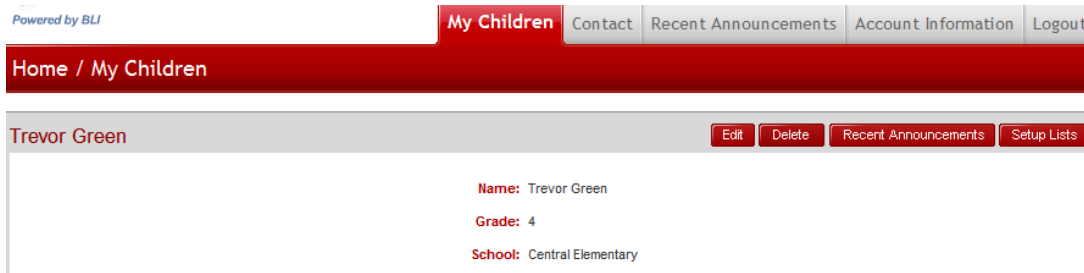
Username _____

Password _____

You will now see this screen.

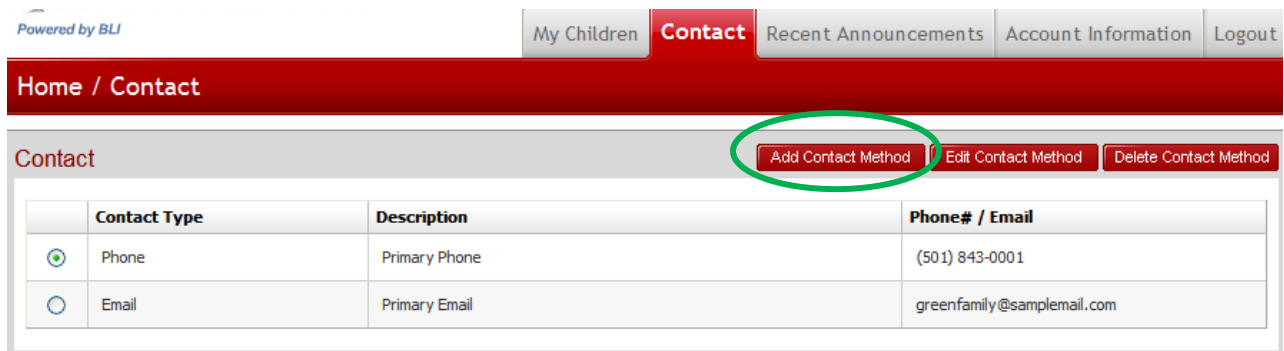
To view your child(ren) click on the My Children Link or tab at the top of the page. If you have more than one child they should all appear. If they do not, contact the registrar at that child’s school.

This page gives you the ability to edit your child's info, delete your child's profile, check any recent announcements pertaining to your child, and add your child to any notification subscription lists for announcements that the school offers.



Contacts

Click the Contact tab. The Contact screen will show you the current contacts available. You may want to add additional cell phones, work phones, grandparents, babysitters, etc. that you feel will need information about your child's school.



Add a Contact

Click on Add Contact Method shown in the photo above then fill in the page shown below. Click Save.

The screenshot shows the 'Add Parent Contact Method' form with a navigation bar containing 'My Children', 'Contact', 'Recent Announcements', 'Account Information', and 'Logout'. Below the navigation bar is a breadcrumb trail 'Home / Contact / Add Parent Contact Method'. The form has a 'Back' button and a 'Save' button. The form fields are: 'Description: Mom's Cell Phone', 'Type: Phone', 'Phone# / Email: (501) 458-3015', and 'Mobile Carrier: AT&T'. There are also checkboxes for 'This is a mobile phone' and 'Use this Phone for: Phone Notifications' and 'Text Message Notifications'.

Description – Be specific when naming this to help you choose who gets what kind of message later in your activation.

Type – Your choices are phone or email. Clicking on the blue arrow in the box will show the word email and show a space to enter the address.

Putting a check in the box “This is a mobile phone” will reveal further choices at the bottom.

Phone – type area code and phone number without dashes (example 5012590000)

Mobile Carrier – Choose your mobile phone carrier.

Use this Phone for - Phone Notifications means you will receive phone calls.

- Text Message Notifications means you will receive text messages. If you click on this, standard text message charges from your provider will apply.

Activate Your Contacts

Now you are back to your Home/Contact page and ready to activate your contacts.

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My Children **Contact** Recent Announcements Account Information Logout

Home / Contact

Contact [Add Contact Method](#) [Edit Contact Method](#) [Delete Contact Method](#)

| | Contact Type | Description | Phone# / Email |
|----------------------------------|--------------|--------------------------|----------------------------|
| <input checked="" type="radio"/> | Phone | Mom's Cell Phone | (501) 458-3015 |
| <input type="radio"/> | Phone | Grandmother's Cell Phone | (501) 358-4658 |
| <input type="radio"/> | Phone | Primary Phone | (501) 843-0001 |
| <input type="radio"/> | Email | Primary Email | greenfamily@samplemail.com |

Click on My Children then Setup Lists

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My Children Contact Recent Announcements Account Information Logout

Home / My Children

Trevor Green [Edit](#) [Delete](#) [Recent Announcements](#) [Setup Lists](#)

Name: Trevor Green
Grade: 4
School: Central Elementary

You will see a school-wide list and other lists such as their grade level, class, school basketball team etc. Place a check in each box to determine how you want to be contacted in each list. For example, you may want to be called from the school wide list, but just emailed from the class list. Adjustments may be made at any time during the year to your list once you see what works best for you. Don't forget to click Save.

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My Children Contact Recent Announcements Account Information Logout

Home / My Children / Contact Relation List

Trevor Green - Central Elementary [Back](#) [Save](#) [Help](#)

| Type | Description | Phone# / Email | Central Elementary(Default List) | 4(Default List) | Practice L |
|-------|--------------------------|----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Phone | Primary Phone | (501) 843-0001 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Email | Primary Email | greenfamily@samplemail.com | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Phone | Mom's Cell Phone | (501) 458-3015 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Phone | Grandmother's Cell Phone | (501) 358-4658 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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, security question and change your password.

Editing Contacts

During the school year, you may want to edit how or who is contacted through SchoolAnnouncement. Go back to the Contact tab.

If you are adding a contact follow the steps you did above titled - Add A Contact Don't forget to also Activate Your Contacts.

If you are editing a contact, click on the circle before the contact so that a green dot appears. Click on the tab Edit Contact Method.

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My Children **Contact** Recent Announcements Account Information Logout

Home / Contact

Contact Add Contact Method Edit Contact Method Delete Contact Method

| | Contact Type | Description | Phone# / Email |
|----------------------------------|--------------|--------------------------|----------------------------|
| <input checked="" type="radio"/> | Phone | Mom's Cell Phone | (501) 458-3015 |
| <input type="radio"/> | Phone | Grandmother's Cell Phone | (501) 358-4658 |
| <input type="radio"/> | Phone | Primary Phone | (501) 843-0001 |
| <input type="radio"/> | Email | Primary Email | greenfamily@samplemail.com |

Make your changes then click Save.

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My Children **Contact** Recent Announcements Account Information Logout

Home / Contact / Edit Parent Contact Method

Edit Parent Contact Method Back Save

Description: Mom's Cell Phone

Type: Phone

This is a mobile phone

Phone# / Email: (501) 458-4578

Mobile Carrier: AT&T

Use this Phone for: Phone Notifications Text Message Notifications

If you have any problems please contact your school registrar at the following numbers.

| | |
|-----------|----------|
| Northside | 843-5920 |
| Southside | 743-3567 |
| Eastside | 743-3563 |
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| | |

| | |
|---------------------|----------|
| Stagecoach | 743-3574 |
| Middle School North | 605-0192 |
| Middle School South | 743-3570 |
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