



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). 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.

1. Go to <http://portal2.schoolannouncement.com>
2. If you do not already have a Login click on the check box next to "Setup new Login"

Sign in to your account below.

Phone Number

Setup new login.

3. Type in your Primary Phone Number into the empty text box provided.
4. Click the Submit button to continue. Note: Please obtain the primary number that is used for the school announcement website by your school.
5. This will bring up the Registration Page.
6. In the empty Text Box next to the Label "Username" enter the username that you would prefer to use when logging into the SchoolAnnouncement.com website.



7. In the empty Text Box next to the Label "Password" enter the password that you would prefer to use when logging into the SchoolAnnouncement.com website.
8. In the empty Text Box next to the Label "Confrim Password" enter the password that you chose to use in the previous step.
9. Click the Submit button to continue.
10. This will store your username and password to the school announcement web site allowing you to access your account at any time.
11. Please follow the next few steps on how to manage your School Announcement.com account.

Register

Please set your username and password

Username:

Password:

Confirm Password:

Register

Please set your username and password

Username:

Password:

Confirm Password:



SchoolAnnouncement.com Parent Portal Management

1. Once you have logged into the schoolannouncement.com parent portal web site you can now manage your account from this main screen.
2. To adjust your Contact Info click on the Contact Method tab at the top of your screen.
3. To add an additional way to be contacting please click on the Add Contact Method Link
4. In the empty text box next to the label "Contact Label" type in the type of phone number or email address you are adding to the system. For instance if you are adding your Cell Phone you would type in Cell or Cell Phone in the empty text box.
5. Click on the drop down arrow next to contact type to choose what type of Contact Methods you are adding into the system.
6. In the empty text box next to the label "Contact Method" type in the phone number or email address into this text box.
7. Once you have entered your information please click on the submit button.
8. To edit your current contact info click on the check box next to the contact record you would like to edit and then click on the Edit Contact Method
9. Follow steps 4 – 7 to edit your contact info.
10. To add your child to a specific list that the school has set up click on the account management link to display these lists.
11. You can now scroll through the different lists that the school has dedicated you could be on and if you would like to be contacted for the specific topic you would click on the check box under the specific topic.
12. For example if you wanted to be on the Emergency list and the General Notifications list you would click on the check box for both lists and then click on the Submit button

Note: You can add yourself to any list you would like and you can also remove yourself at any time by simply logging into the website and following the Account Management options.

Thank you for using SchoolAnnouncement.com

If you need further assistance please feel free to contact us at support@blimessaging.com