

Auto Notifications for Parents} Step-by-Step Instructions

These instructions will explain how to receive auto-notifications by e-mail and/or text. Once elected, you will receive notifications of every message sent to your FastDirect Communications parent account.

- Step 1:** Sign in to your FastDirect Communications parent account.
- Step 2:** Click the 'View/Edit Parent Information' button at the top of your Home screen.
- Step 3:** In the parent data form, you will see a section under each 'Parent Guardian' section that resembles the example below. Either check mark (opt in) or uncheck (opt out) the options for Auto Notifications.

<p>FDmail Notification Preferences:</p> <p><input checked="" type="checkbox"/> Email (Sends to tomallen@email.com)</p> <p><input checked="" type="checkbox"/> Text (Sends to 503260742@txt.att.net)</p>

(Sample of Auto Notification Opt In/Out in the Parent Data Form)

- Step 4: EMAIL** - If you have an e-mail address listed in your parent form and would like to receive auto notifications by e-mail, check the e-mail box.
- TEXT** - If you have a cell phone number and cell phone provider listed in your parent form and would like to receive auto notifications by text, check the text box. (If the text option does not appear, then see below.)
- BOTH** - You may check both options, if prior set-up is completed.
- Step 5:** After you have check marked your selections, make sure to go below your parent form and click the yellow 'Change Data As Shown Above' button.

HELPFUL TIPS:

- If you are unable to make changes to your parent data form, please contact an administrator in the school's office.
- If your school has not allowed the use of SMS Text notifications, then you will not see an option for 'text'. Please contact your school administrators to discuss the allowing of this feature.
- To help ensure delivery of your auto notifications, please add our address (**noreply@fastdir.com**) to your contacts.
- Both parent/guardian #1 and #2 have auto-notification permissions.
- Any auto notification email/text cannot be replied to via email/text.
- If you have not completed your parent data information with an e-mail address, a cell phone number and a cell phone provider, then your screen may resemble the example below. You will need to provide this necessary information in your parent data form before you will be allowed to permission auto-notifications.

<p>FDmail Notification Preferences:</p> <p><input type="checkbox"/> Email (Sends to no email address provided.)</p> <p><input type="checkbox"/> Text (Sends to 2077549765@ no provider given.)</p>

(Sample of Auto Notification Opt In/Out in the Parent Data Form with Incomplete Data)

Thank you for using FastDirect Communications to strengthen your school community. We hope you enjoy the enhanced connection between your family and school.

**Sincerely,
The FastDirect Communications Team**