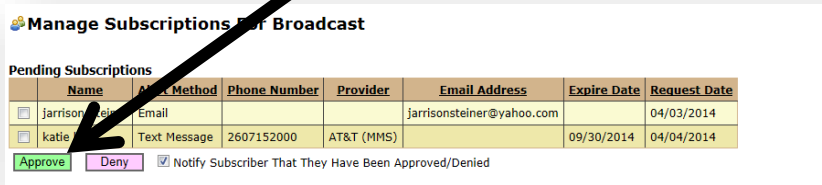# Ohio Alerts

What is Ohio Alerts?

- Free text or e-mail alert system provided through NOACSC
- Similar to Honeywell
- Can be set up for any teacher's list of students (over age 13) and/or parents
- It's safe! Subscribers (parents or students) cannot respond, and you cannot send messages to individuals.

How to Create a Group:

1. FMX the following information to Harold:
   a. The group or list name (for example, 2A Parents, Yearbook, or Varsity Baseball Team)
   b. Your school e-mail address
   c. Default subject line (for example: Assignment Reminder) (you can change this any time you send a message)
2. Harold will automatically make your list Moderated, meaning you will have to approve everyone who subscribes. You will receive an e-mail notifying you when you have a new subscriber to approve. Follow the link and Approve or Deny new subscribers:
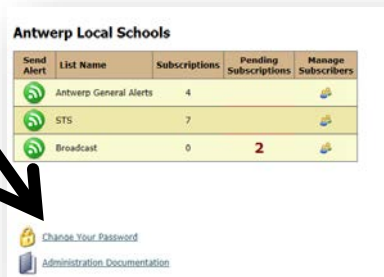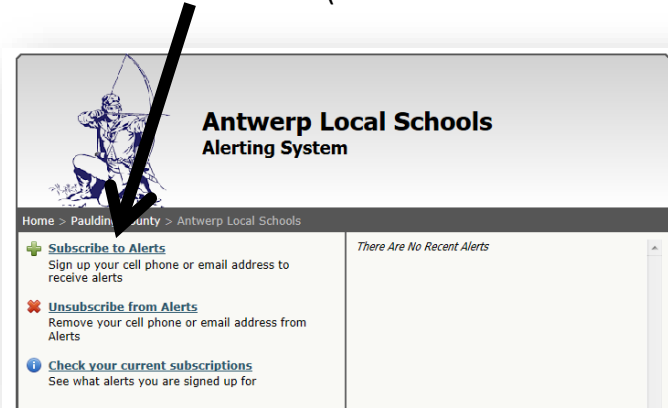

3. To log in otherwise, follow these steps:
   a. Go to http://ohioalerts.org.
   b. Click on Paulding, then Antwerp Local Schools.
   c. Click on Administration at the bottom left of the screen.
   d. Log in using your e-mail address and the default password (archers).
   e. Change your password (bottom left of screen).

4. To send a message to your list/group:
   a. Follow the steps above (#3).

   b. Click the green Send Alert icon next to your list/group name.
   c. Or, access http://m.ohioalerts.org from your smartphone.
5. Instructions for subscribers (parents or students) – Walk them through these steps or somehow provide instructions for them.
   a. Go to http://ohioalerts.org.
   b. Click on Paulding, then Antwerp Local Schools.
   c. Click on Subscribe to Alerts (or Unsubscribe from Alerts).

   d. Follow the instructions: enter name, subscription expiration date (for example, graduation or end of school year date), alert method, phone number, phone provider, etc.