



Emergency Alert System – Getting Started Guide

This document will help you register or manage an account on the Christian Academy emergency alert system, which can send **text, email, and voice** alerts instantly and simultaneously to all registered mobile phones, traditional wired phones, wireless PDAs, text pagers, and e-mail accounts.

The system will be used only for emergencies, closings, and cancellations.

After registration, you can log in and configure up to six email addresses, two mobile phones, and four traditional (wired) voice lines per account. See **Managing an Existing Account** on page 2.

Registering a New Account

1. If registering for text alerts, make sure your mobile phone is powered on and available.
2. Go to <http://alerts.christianacademyschools.org>
3. Click **Register New Account**.
4. Enter a username, first name, last name, and password.

Create Username:	<input type="text"/>	*
First name:	<input type="text"/>	*
Last name:	<input type="text"/>	*
Password:	<input type="password"/>	*
Verify Password:	<input type="password"/>	*

5. Select one or more groups. *(These are the groups for which you will receive alerts).*

- CA Of Indiana - Emergencies And Closings
- CA Of Indiana Junior Academy - Emergencies And Closings
- English Station - Emergencies And Closings
- English Station Junior Academy - Emergencies And Closings
- Rock Creek - Emergencies And Closings
- Rock Creek Junior Academy - Emergencies And Closings
- Southwest - Emergencies And Closings
- Southwest Junior Academy - Emergencies And Closings

Why are there separate groups for the junior academies?

We often need to send different closing information to junior academy parents, as these schools close on different schedules.

6. Enter your text-message-capable phone number, and select your carrier (cell phone company).

Mobile Phone (TXT):	<input type="text"/>	Select Carrier... <input type="button" value="v"/>
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7. Enter your wired or wireless phone number to receive voice alerts.

Voice Phone Number:

8. Agree to the Terms of Service, and click **Create Account**.

Agree to **Terms of Service***

* Required Fields

9. If you registered for text alerts, you should immediately receive a validation code via text message. Enter the code to complete the validation process. **Validation is critical, as alerts are not sent to un-validated accounts.**

Validation Code:

That's it! You are all set. To add an additional device or email address, continue on below.

Managing an Existing Account

This section will help you add a device or email address, subscribe to groups, or change your password. You can add up to six email addresses, two mobile phones, and four wired phones.

Adding an Email Address, Mobile Number, or Voice Number

1. Log in here: <http://alerts.christianacademyschools.org/log-in>
2. After you log in, click **Services**.
3. Enter your email address, mobile phone number, or wired telephone number. As an example, the wired number may be a home or work (direct dial) phone.

Note: You will need to complete the verification to validate your mobile phone or email address.

Email Address:

Phone:

Phone:

Subscribing to Groups (Alert Distribution Lists)

1. Log in here: <http://alerts.christianacademyschools.org/log-in>
2. After you log in, click **Groups**.
3. Subscribe or unsubscribe according to your preferences.

Changing Your Password

1. Log in here: <http://alerts.christianacademyschools.org/log-in>
2. After you log in, click **Account**.
3. Type your current password and desired new password. Click **Update**.

Current Password:

New Password:

Verify New Password:

For assistance, please call 502.753.4513 or email support@christianacademyschools.org.