

## **D.E.A.N. ALERT SYSTEM**

The D.E.A.N. Alert System that we have in place at St. Martha is a great tool that we use to contact our school families in the event of an emergency or inclement weather. This is our second year using the system, and we find that it gives our faculty, staff and school families a great deal of peace of mind, knowing that this system is in place. This is the number one tool that we use to communicate with our families in an emergency, so if you have not signed up yet, please don't delay any longer. We would like to have 100% participation by the end of the 1<sup>st</sup> quarter of the 2010-2011 school year. Below is a reminder of the instructions. If you have already signed up, you don't need to do anything but continue enjoying the benefits that this system has offered us. If you haven't signed up yet, please take a moment and do so today.

1. Go to [www.deanalert.com](http://www.deanalert.com).
2. If registering for the first time fill out the NEW USER box on the left – if you have already registered, enter your information (email address and password) in the RETURNING USER box on the right.
3. Enter first name, last name, and email address (no one else can now register using this email address).
4. Click on CREATE MY ACCOUNT and a new screen will appear.
5. Below the numeral 1, begin typing the network you wish to join
  - a. The network is St. Martha Catholic Grade School
6. As you type the network into the box, names will appear beneath. Click on the network you wish to join.
7. As a parent, click on the circle next to Parent.
8. Enter your child's full first name (no nicknames), last name, and registration code (this is the unique identification number provided by St. Martha) and click on JOIN THIS NETWORK. Your child's identification number is his/her cafeteria/library number with preceding zeros to make four digits. Cafeteria #25 becomes 0025 for the D.E.A.N. Alert System.
9. Below the numeral 2 is ADD A PHONE.
  - a. Type area code and phone number.
  - b. Below the number is a box that reads – This is a cell phone that can receive text messages. Please make sure this box is checked IF YOU WISH TO RECEIVE TEXT MESSAGES. If this is a land line or cell phone that does not receive text messages, leave the box blank.
10. Below the numeral 3 is CHOOSE A PASSWORD.
  - a. Enter your password of at least 4 characters
  - b. Click on SAVE INFO
11. You are now logged into the site. If you checked the box confirming that your phone number is a cell phone that accepts text messages, we will have already sent it a 4 digit validation code. You must enter the code and click the validate box. You are now all set. Just so you know, by entering the validation code, we are confirming that we will be sending important text messages to the correct phone number. People sometimes enter the number incorrectly, so if you do not receive the text message with the validation code, you may have entered the number incorrectly.
12. You are on the OVERVIEW page (see the tabs at the top). Please make sure you click on the small buttons next to your alert groups to enable you to receive the messages the way you want. If all you want to receive is a text message, just click on the small circle and it will turn green (if it is not already green). If you do not want to receive a voice message, just click the button and it will turn red.
13. When you want to log back into the system, just go to [www.deanalert.com](http://www.deanalert.com) and enter your email address and password beneath the heading – RETURNING USER.

To add another child, login, go to St. Martha Catholic Grade School, enter name and registration code for the second child when prompted.