Send a Text Alert in FACTS SIS

PLEASE NOTE: To ensure you are able to receive Alerts from FACTS SIS Please Text
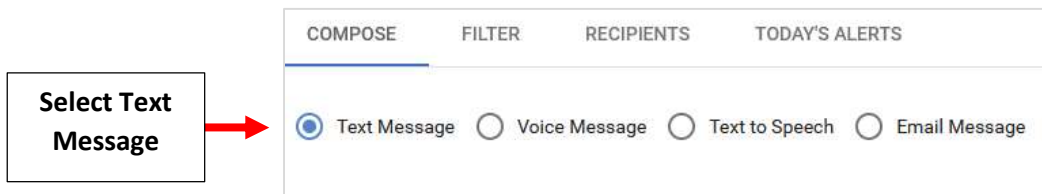**the keyword "START" to 22-383 from your mobile device**

Once logged into FACTS please select Communications from the Left Side Menu

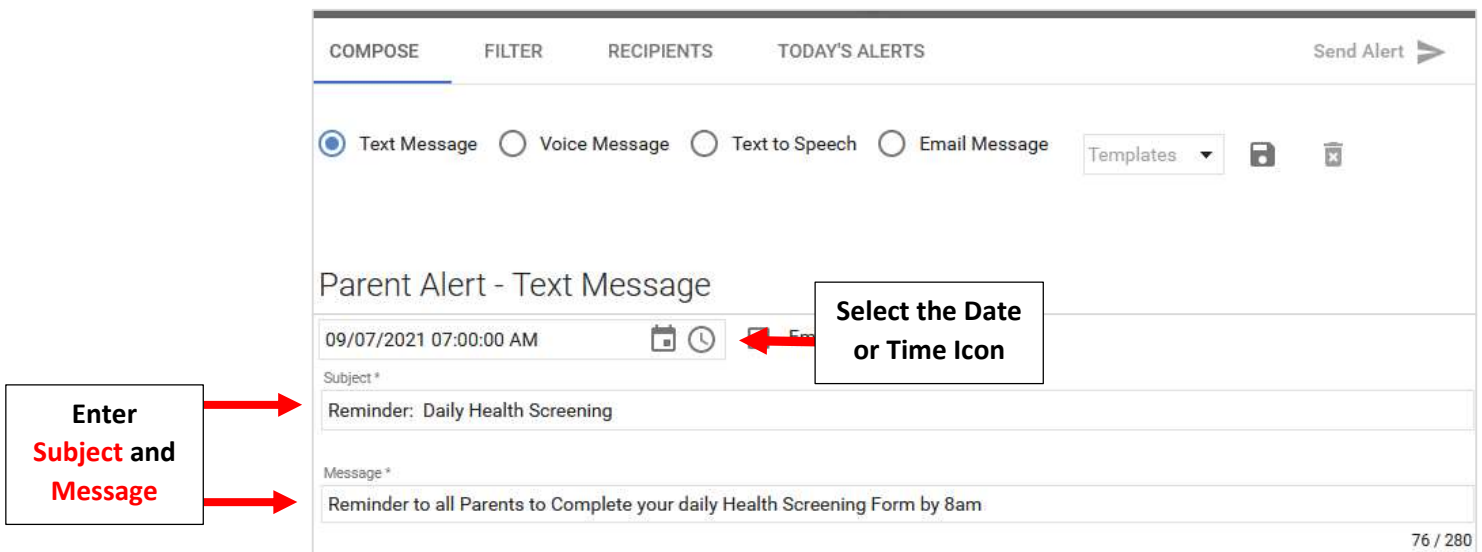**Select Parent Alert**

Select Text Message

**Select the Date or Time Icon to adjust the Date or Time the Alert should be sent. Enter the Subject and Message for your Alert. **Please Note: Text Messages are limited to 280 Characters**

Select the Filter Tab. Type defaults to Students, select Staff to add staff members to the recipient list in addition to students.

Select recipients then the Single Arrow > to move selected users or the Double Arrow >> to Select All Recipients. Check Correspondence to Send Alert to Families and Staff to Send Alert to Staff

Select Filter
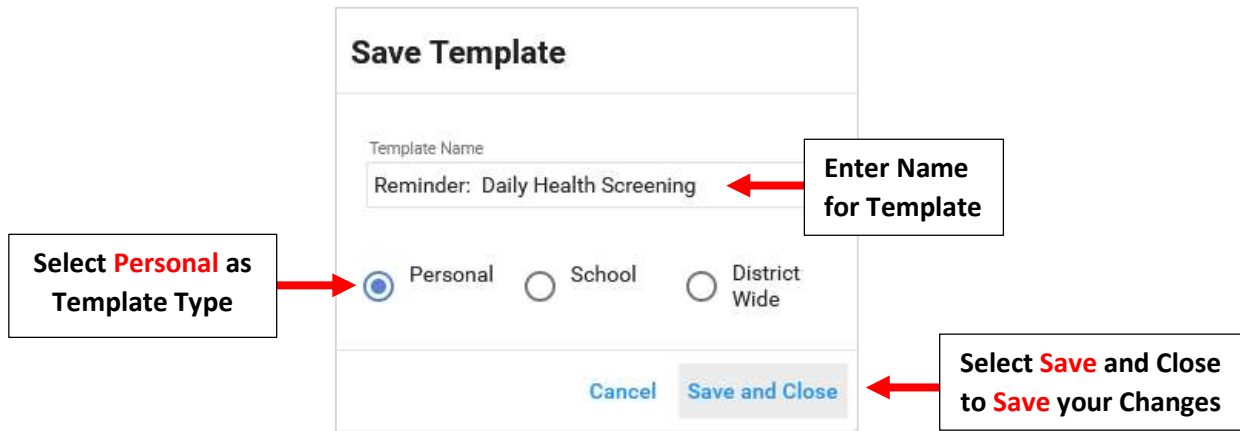
Check Staff

Change the Type to add Staff Members

Single Arrow to move selected Users or the Double Arrow to Select All

Check Correspondence
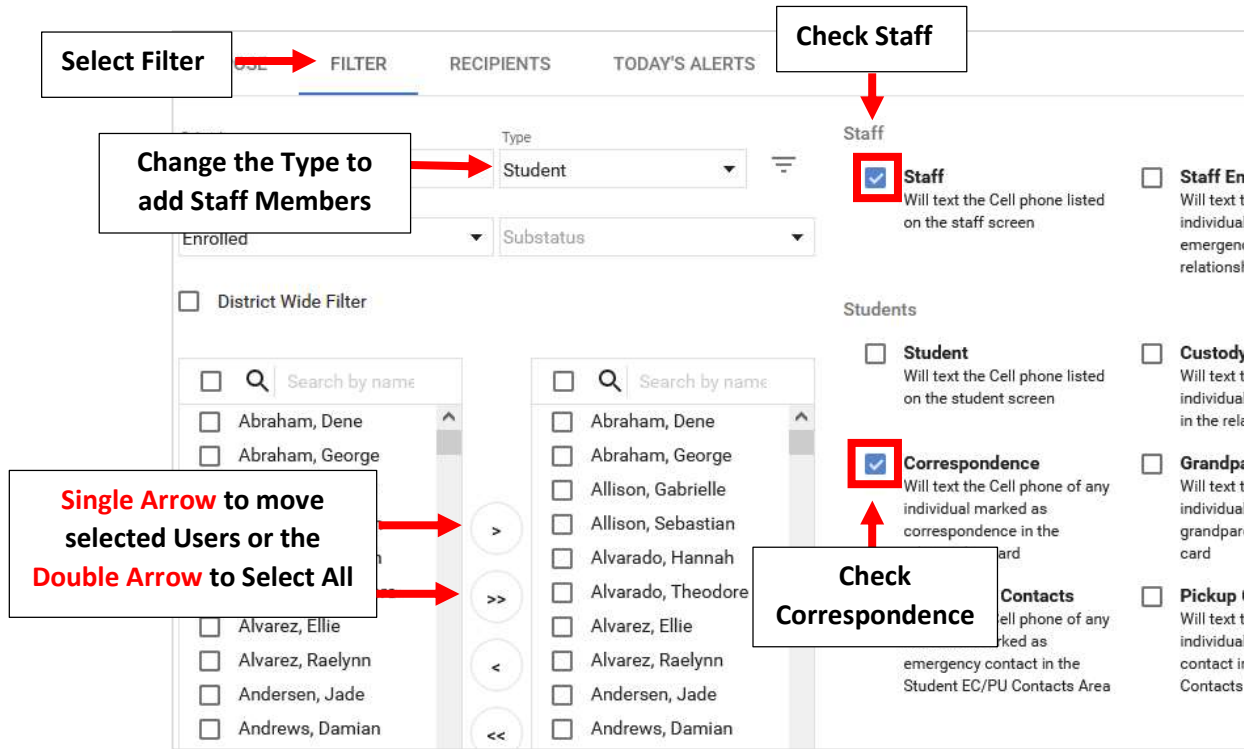
When finished, click Send Alert to send

Click Send Alert
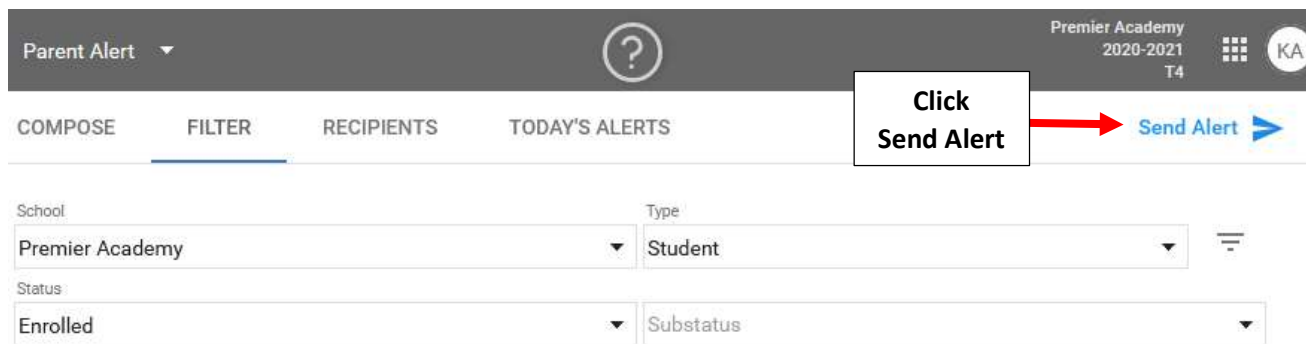
To Save Alert as a Template to use again Compose Alert and select the Save Icon

COMPOSE   FILTER   RECIPIENTS   TODAY'S ALERTS

● Text Message ○ Voice Message ○ Text to Speech ○ Email Message   Templates ▼ 💾
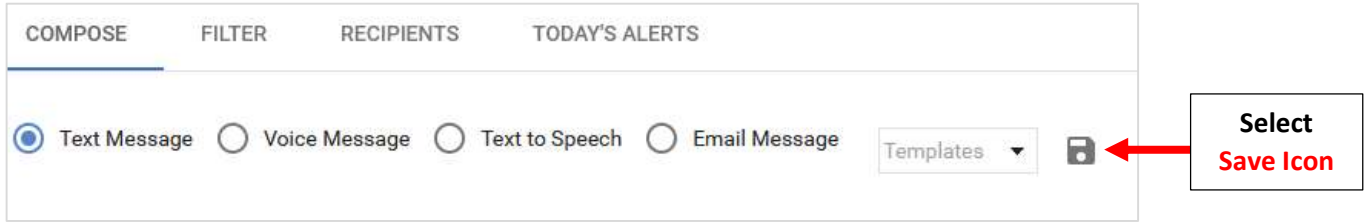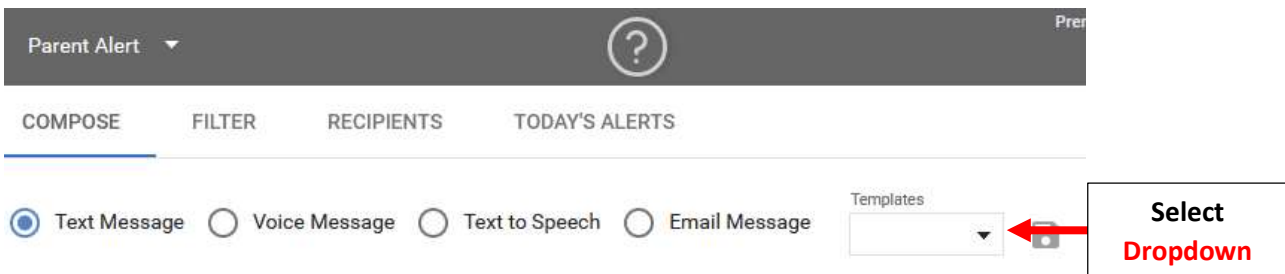
⬅ **Select Save Icon**

Enter Name for Template and Select Personal as Template Type *Please note if set to School, Template will be available for all Staff to Use** **Select Save and Close to Save your Changes**

Save Template

Template Name

Reminder: Daily Health Screening ⬅ **Enter Name for Template**

Select Personal as Template Type ➡ ● Personal ○ School ○ District Wide

Cancel Save and Close ⬅ **Select Save and Close to Save your Changes**

Confirmation when Saved

✓ Template Saved ✖

To open Template select Dropdown

Parent Alert ▼   (?)   Pre

COMPOSE   FILTER   RECIPIENTS   TODAY'S ALERTS

● Text Message ○ Voice Message ○ Text to Speech ○ Email Message   Templates ▼

⬅ **Select Dropdown**

Select Template, you can then schedule Alert as needed

COMPOSE	FILTER	RECIPIENTS

Name
John Doe

Email *
johndoe@email.com

✕ Clear

◉ Message   ○ Reports

Attenance Notice for Tea...
Phelecia Leitch - District Wide

COVID Health Screening
Kevin Aldrich - Personal

Subject

Select Template