

Sending a Parent Alert Text Message in FACTS SIS

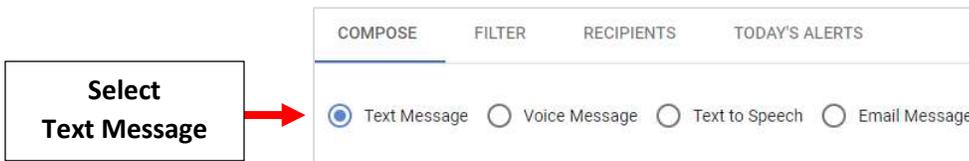
Once logged into FACTS please Select **Communications** from the Main Menu



Select Parent Alert from the Communications dropdown menu

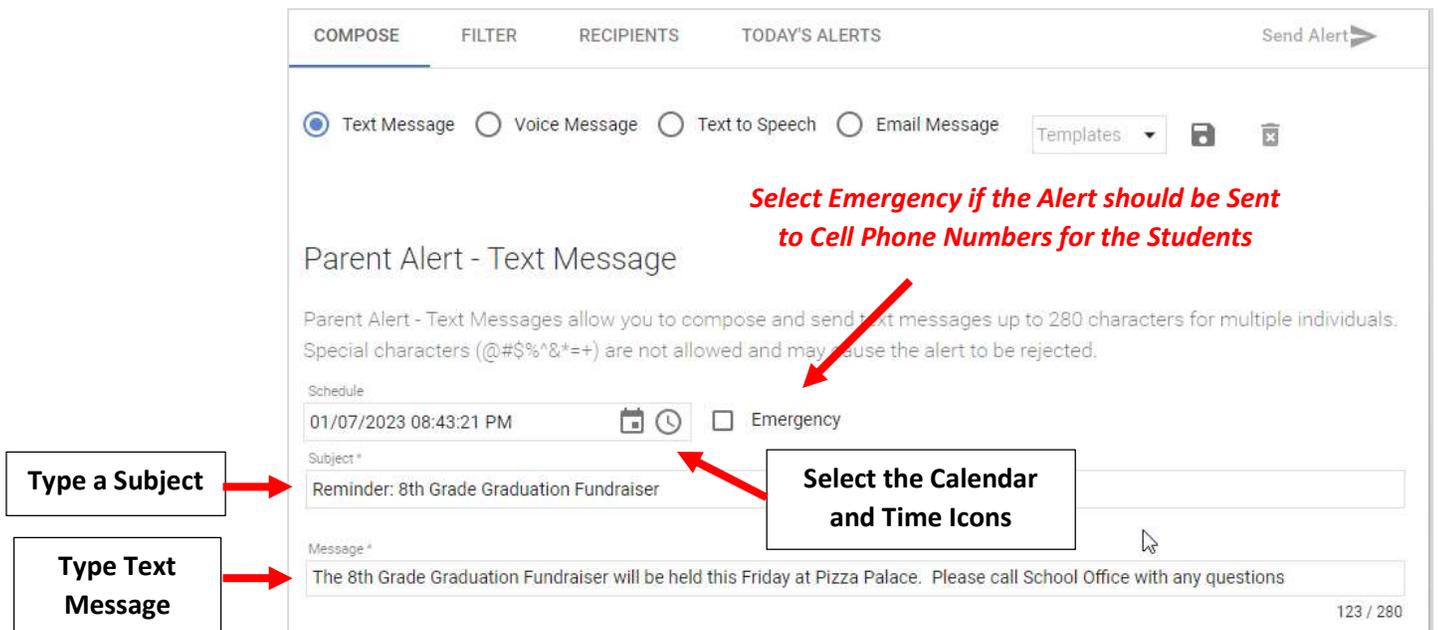


Select **Text Message**



Select the **Calendar and Time Icons** to Schedule **Date and Time** Text will be Sent. Type a **Subject** for the Text and Type Text Message.

****Please Note: Select Emergency if the Alert should be Sent to Cell Phone Numbers for the Students**
Contacts Regardless of Family Individual Preferences**



Select **Filter** to Display Recipient Filter Options. Select **Filters** to **Limit** the Recipient List. Select **Recipients** and **Click >** to **Select Individual Recipients** or **>>** to **Select All Recipients**

Select Filter

Select Filters to Limit the Recipient List

School: High School | Type: Student | Staff: Staff | Students: Student, Correspondence

Search by name lists: Gilliam, Amanda; Gilliam, Christopher; Glaske, Collin; Glaske, Dakota; Glaske, Matt; Bryant, Joshua; Chapman, Taryn; Dover, Lisa; Gaines, Megan; Gerard, Chad

Click **Recipients** to view a list of **All Individuals** to Receive the Alert.

Click Recipients

COMPOSE FILTER **RECIPIENTS**

Person

Adams, Emma
Adams, Frank
Adams, John
Akins, Maggie
Allison, Gabrielle
Alvarado, Hannah
Alvarez, Raelynn
Andrews, Diana
Bachman, Andrea
Bachman, Kayla
Baird, Lexi
Baird, Ryan
Barnett, Alexandra
Barnett, Josephine
Benavides, Greyson
Bender, Alysse
Bender, Julian
Benton, Sienna

