

FLASH ALERT

INSTRUCTIONS FOR NEW USERS ONLY

STRATEGIC COMMUNICATIONS: TISD Emergency Info Direct to You!

Terrell ISD system has a system for emergency communications using computers and cell phone text messaging. This system allows the district to communicate its emergencies or breaking news, like weather closures, to its staff, parents, and other interested subscribers, direct to their email and/or personal cell phone (must be able to receive a text message.) There is no cost to the public for viewing the information or subscribing to messages. Staff and parents will receive emergency information at the same time that the news media does. A closure message will come directly to your email within five minutes of being sent by TISD. It also allows for announcement of non-closure emergency or information like electricity outages. Everyone with email and/or cell phones that can receive text messages are encouraged to register! All subscriber cell phone numbers and e-mail addresses are maintained at an off-site server. Your computer and cell phone are protected and will not be available to any online or text messaging marketers. This is part of our agreement with the vendor.

To register, please follow these directions in detail:

1. Sign on to www.flashalert.net
2. Click on the **Dallas** button on the map
3. Click on the **Kaufman, Rockwall & Van Zandt Co. Schools**
4. Click on **Terrell ISD**
5. At the prompt, enter your email address
6. You will be prompted again to enter your email address
7. Enter a password, re-enter the password
8. Click **Create Your Account**
9. Under Add an Organization select: **Dallas/Ft. Worth/North Central Texas**
10. Under Select choose: **Kaufman, Rockwall & Van Zandt Co. Schools**
11. Under Organization select: **Terrell ISD**
12. Click on the **SUBSCRIBE** button. This is important! If you don't click Subscribe your registration will not work.
13. You can now submit up to four additional addresses to receive emergency information.
NOTE: In signing up your cell phone for text messaging, there are seven providers listed. Be sure and enter your cell phone number prior to entering the @STEM listed for your provider. Example: 2141234567@txt.att.net
14. Click **Add**.
15. Scroll down and click on the Red Text Line to send a test message. One should appear within five minutes on your email and your cell phone.
16. Log out - You are set up and ready to receive messages from Terrell ISD. They will appear as info@flashalert.net

If you have any problems or questions, please contact Pam Stevens, 972-551-0893, during regular school hours or email at pam.stevens@terrellisd.org