

PreK-12 Employee/Parent Notification Usage Instructions

- **Step One:** From your primary phone number, dial PreK-12 Notification Hotline: 1-800-846-4976.
- **Step Two:** Audio Menu
 - Press 1 to listen to the ESC's most recent PreK-12 Notification message.
 - Press 2 to set up a PIN number, to change your current pin number, or to manage your contact information.
 - Pin set-up (new users): After the prompt, enter four digits to be used as your PIN (ex: 9921)
 - Change PIN: Press 1 and then enter a new four digit PIN.
 - Manage Contact Information: Press 2
 - Enter PIN code – press 1 to change info – press 1 to add a phone number (enter 10 digit phone number, press 1 if correct, 2 if not). You may add up to 3 numbers.
 - OR press 2 to delete a current phone number.
 - OR press 3 to hear current numbers.
 - When you are finished updating your contacts, press 4.
 - Press 3 for email information (to add email addresses you must go online to www.prek12notification.com)
 - Press 4 to return to the Main Menu.
 - Press 5 to end the call.
- **Step Three:** Go to www.prek12notification.com – Click “parent login.” The **login ID** is your ten digit primary phone number (ex: 7405551234) and your **password** is the four digit PIN that you created earlier. Employees can add up to three phone numbers in addition to their primary phone number and they can add up to four emails OR text message addresses. All phone numbers and all emails and text messages are sent for all emergency calls. For information calls, only the primary phone number is called or the phone number that is chosen in the Parent Portal for a particular sublist.
- **Editing Phone Numbers**
 - To edit an existing phone number, simply find the number under the “**Phones**” list and click “**Edit**” under the “**Actions**” column. From there you can make any changes necessary and when you are done click the “**Update**” button. **NOTE:** Employees/parents CANNOT change their primary phone number. They must call the ESC secretary to change the primary phone number.
 - To **add a new phone number**, click the yellow box on the right side of the “**Phones**” bar. Enter the ten digit phone number (ex: 7405551234). Enter a description of the new number (ex: Dad's cell, home, etc.). Click “**Add Phone.**” **You can add 3 phone numbers.**
- **Adding Email/Text Message**
 - To “**Add an Email,**” click the yellow box on the right side of the “**Emails**” bar.
 - Enter your email address or text message address (johncitizen@yahoo.com). Enter a description. You can add up to four email or text addresses/numbers.
 - Click “**Add Email.**”
- When you are finished updating your information, click “**Logout**” under “**Main Menu**” on the left side of the page.