

Online Tutorial: Adding an "Other" Alert

Step 1: From the start page, search for the student or browse students to find him/her.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
K 1 2 3 4 5 6 7 8 9 10 11 12 M FALL

Information

- *Reg Screen
- Addresses
- Custom Screens
- Demographics
- Emergency/Medical
- Family
- Modify Info
- Other Information
- Parents/Guardian
- Photo

Step 2: In the left navigation bar, click on "Other Information" under the "Information" heading.

Step 3: Enter the text you'd like to display in the text box.

Other Alert Text

Step 4: Enter the expiration date for the alert.

Alert Expires (Date) (0/0/0 to never expire)

Step 5: Click the "Submit" button.

Step 6: If you'd like to read your "other" alert, click the icon.