



## SECURITY AND EMERGENCY PREPAREDNESS COORDINATOR

Rockford Public Schools

### Rockford Public Schools - Emergency Electronic Notification System (RPS EENS):

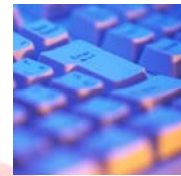
**Q:** What Emergency Alert system will Rockford Public Schools be using?

**A:** The district has contracted to use “*eAlert*”<sup>®</sup> developed by *MIS Sciences Corporation*, of Burbank, California to operate the **RPS EENS**. “*eAlert*”<sup>®</sup> is a stand alone system, not associated with the school district. Enrollment into the **RPS EENS** must be accomplished by the person desiring notifications. There will be no automatic enrollment.



**Q:** How do I register into “*eAlert*”<sup>®</sup> to receive emergency school notifications?

**A:** Registration is provided through a link on the school district’s main web page which will re-direct you to the “*eAlert*”<sup>®</sup> registration web site (this page will have the RPS logo on it to insure registrants are on the proper page). This stand alone system requires you to **self register** and **maintain accurate contact information to receive notifications**. Also, you may access the **RPS EENS** registration page by proceeding to: [www.rps205alerts.com](http://www.rps205alerts.com).



**Q:** Once enrolled to receive notifications, can I cancel or unsubscribe?

**A:** Yes, there will be clear menu driven choices to cancel or unsubscribe at any time.



**Q:** Can I change my contact data once registered?

**A:** Yes, once saved, changes take effect immediately. Changes or updates can be made at anytime.

**Q:** How can I register if I do not have access to a computer?

**A:** Computers will be available throughout district 205 during the registration process to allow parents to register for alerts. Also, public computers may be used to enroll in the “*eAlert*”<sup>®</sup> **RPS EENS**. Public libraries and the District 205 Family Resource Center are available to the public on a continuing basis to accommodate late sign ups or allow parents to make changes to their contact data.

**Q:** Will this system be operational for the 2008 – 2009 school year?

**A:** Yes, the system will be available by the second week of August 2008.

**Q:** Will I receive routine announcements if I register for this system?

**A:** Currently, there are no plans to use this system outside of emergency circumstances.



**Q:** Are there fees for using this service?

**A:** There are no fees to be paid to “*eAlert*”<sup>®</sup> or Rockford Public Schools. Cell phone providers may charge for minutes used or for receiving text messages. Consult your cell phone company for more details.



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**Q:** I have more than one student attending the same school; will I receive multiple messages for the same school and incident?

**A:** No, the system will prevent duplicate messages being sent. However you may receive more than one message if the Principal has information pertinent to specific groups (after school activities, etc).

**Q:** I have children attending different schools in the district. Will I have to register more than once to receive messages from each school?

**A:** When registering, select all the different schools your children attend or applicable activities. Once data entry is completed, your registration is complete.

**Q:** If I move to a new district school or away from the district, must I update my contact data?

**A:** Yes, you must change the school you want to receive notifications for or cancel your registration to stop receiving notifications.



**Q:** I missed an announcement earlier in the day, how can I review prior messages?

**A:** Access messages sent by proceeding to the “*eAlert*”<sup>®</sup> EENS Sign in page, login, then select “View Previous Alerts”.

**Q:** What types of devices will “*eAlert*”<sup>®</sup> send messages to?

**A:** “*eAlert*”<sup>®</sup> can send messages to any device that has an e-mail address. This includes desktop computers, pagers, cellular phones, personal digital assistants (PDA's), or other such devices.

**Q:** Can I have “*eAlert*”<sup>®</sup> go to more than one e-mail address or mobile device?

**A:** Yes. When you subscribe, you can provide up to two e-mail addresses (or cellular phone numbers for text messages).

**Q:** I have received multiple activation codes when I registered, do I need to activate all the codes?

**A:** Yes, you received an activation code for each device (cell phone, email) you registered. In order to activate that device, you will need to activate each using the code you received for that device. This is a security feature that prevents false registrations (someone registering someone else without their knowledge).

**Q:** How do I let the EENS know which number to call me on first and then second?

**A:** When you register, you will enter in phone numbers into the “primary” and “secondary” entry area. The primary phone number is the first phone the system will alert. The secondary number is the next number it will alert if the phone does not answer.

**Q:** I entered an email address in addition to my phone number, will I receive alerts there?

**A:** Yes, all alerts will go additionally to your registered email address after it has routed to your primary and secondary phone numbers. If an email address is added, every alert will go to that email address in addition to the phone numbers.



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**Q:** Do I need to know my students student ID number to register for EENS?

**A:** No. Student ID numbers are not required to be entered....only your child's name and school they attend.

**Q:** I registered on August 12<sup>th</sup> and did not receive an activation number because I do not have an email or cell phone, all I have is a land line (Home actual phone line). Is my account active?

**A:** Yes, all who registered into the EENS alert system will automatically be registered into the system, even if they did not have a phone number or email address. A land line is not capable of receiving a "text" message and without the text message you could not activate your account. We have activated those accounts for you without the activation codes.

