



**Ohio Alerts  
User Documentation**

# Ohio Alerts User Documentation

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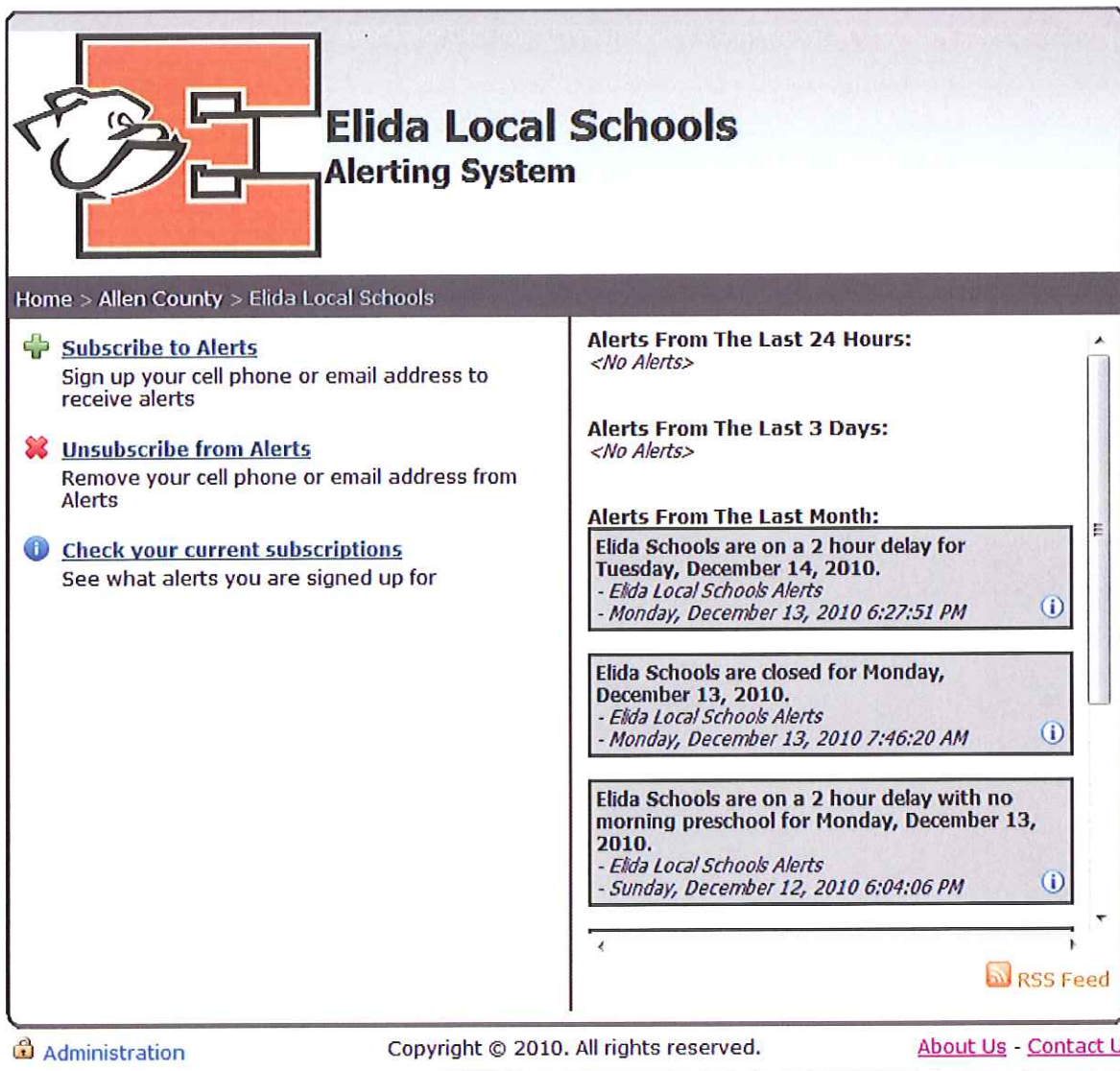
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## Welcome to Ohio Alerts

Ohio Alerts is a messaging alert system designed to notify alert subscribers via email and/or text message of time sensitive communications from your local school district.

Getting started using Ohio Alerts is very simple. The following information will step you thru the process to establish your alerts and provide tips for using the alert system.

Login to your web browser and enter the web address: <http://www.ohioalerts.org/<district name>>. For example, if your school district name is Elida enter in the web address: <http://www.ohioalerts.org/Elida>. You will be presented with the screen shown below. Users have the option of subscribing, unsubscribing, or checking their subscriptions. Select the link for the action you want to engage (i.e. subscribe to alerts, unsubscribe from alerts, check your current subscriptions).



The screenshot shows the Elida Local Schools Alerting System web interface. At the top left is a logo featuring a stylized 'E' with a hand holding a pencil. The title 'Elida Local Schools Alerting System' is prominently displayed. Below the title is a breadcrumb trail: 'Home > Allen County > Elida Local Schools'. The main content area is divided into two columns. The left column contains three links: 'Subscribe to Alerts' (with a green plus icon), 'Unsubscribe from Alerts' (with a red X icon), and 'Check your current subscriptions' (with an information icon). The right column displays alert history under three headings: 'Alerts From The Last 24 Hours:', 'Alerts From The Last 3 Days:', and 'Alerts From The Last Month:'. Each heading shows '<No Alerts>' except for the 'Last Month' section, which lists three alerts with details like 'Elida Schools are on a 2 hour delay for Tuesday, December 14, 2010.' and 'Elida Schools are closed for Monday, December 13, 2010.' An 'RSS Feed' icon is located at the bottom right of the alert history section. At the very bottom of the page, there is a footer with 'Administration' (with a lock icon), 'Copyright © 2010. All rights reserved.', and 'About Us - Contact Us' (with a link icon).

## Subscribe to Alerts

Once you have selected the link "Subscribe to Alerts" you will be brought to screen shown.

The field "Your Name" is required and cannot be blank.

Expiration Date is an optional field and can be useful for subscribers of Seniors. Subscriber Expiration Dates are checked and removed daily. If left blank, you will be subscribed to the alert system indefinitely or until you unsubscribe.

If "Text Message" alert method is chosen enter your phone number and select your phone provider. If "Email" alert method is chosen the screen changes for the addition of email address.

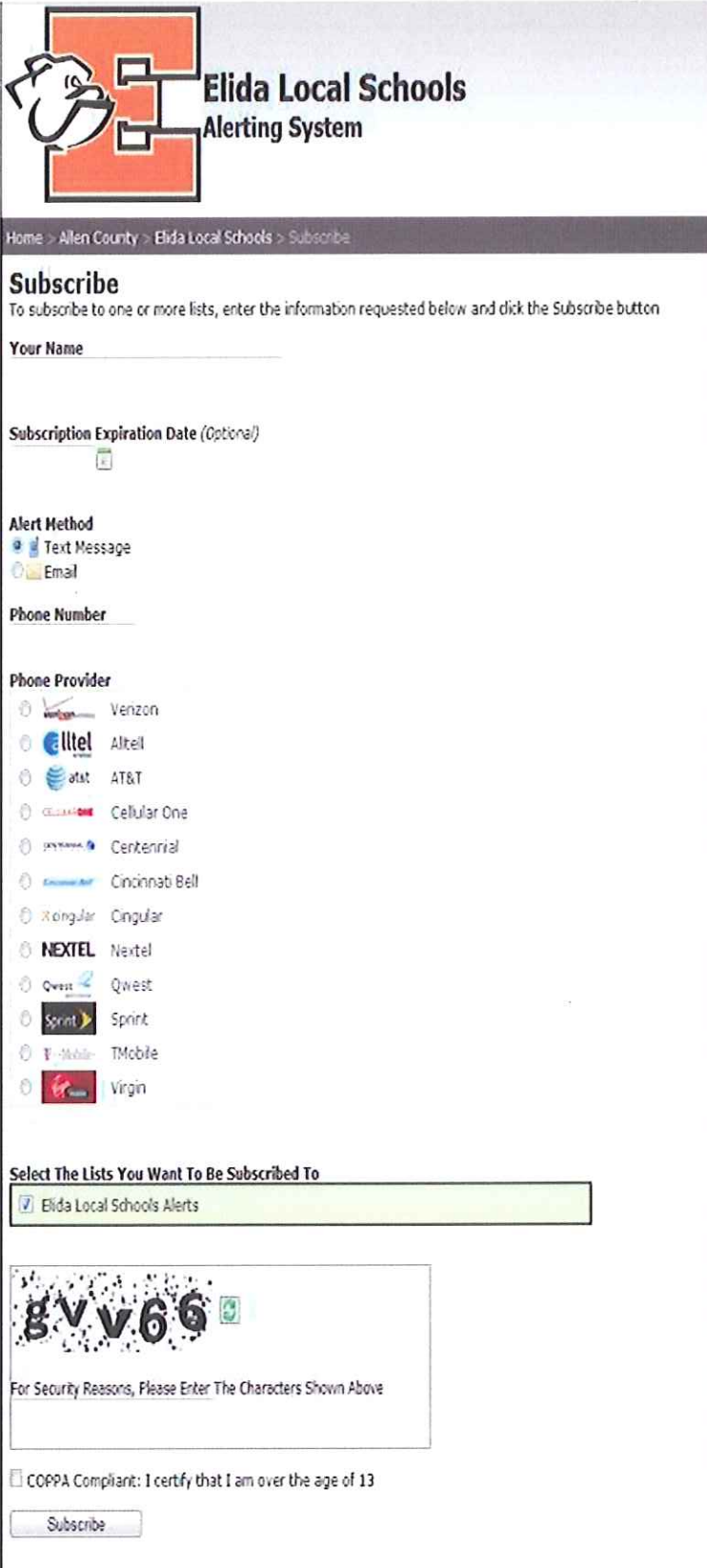
If your phone provider is not listed, please submit a message using the "Contact Us" link in the bottom right corner of the screen. Indicate the name of your phone provider and an Ohio Alerts representative will follow up with you.

Select the lists you want to subscribe to.

Security entry validation is required. Enter the characters shown to validate security.

Select COPPA compliance: Children's Online Privacy Protection Act.

Select "Subscribe". Users will receive a response by cell phone or at their email account.



The screenshot shows the "Elida Local Schools Alerting System" subscription page. At the top is the school's logo and name. Below is a breadcrumb trail: Home > Allen County > Elida Local Schools > Subscribe. The main heading is "Subscribe" with a sub-instruction: "To subscribe to one or more lists, enter the information requested below and click the Subscribe button".

The form includes the following fields and options:

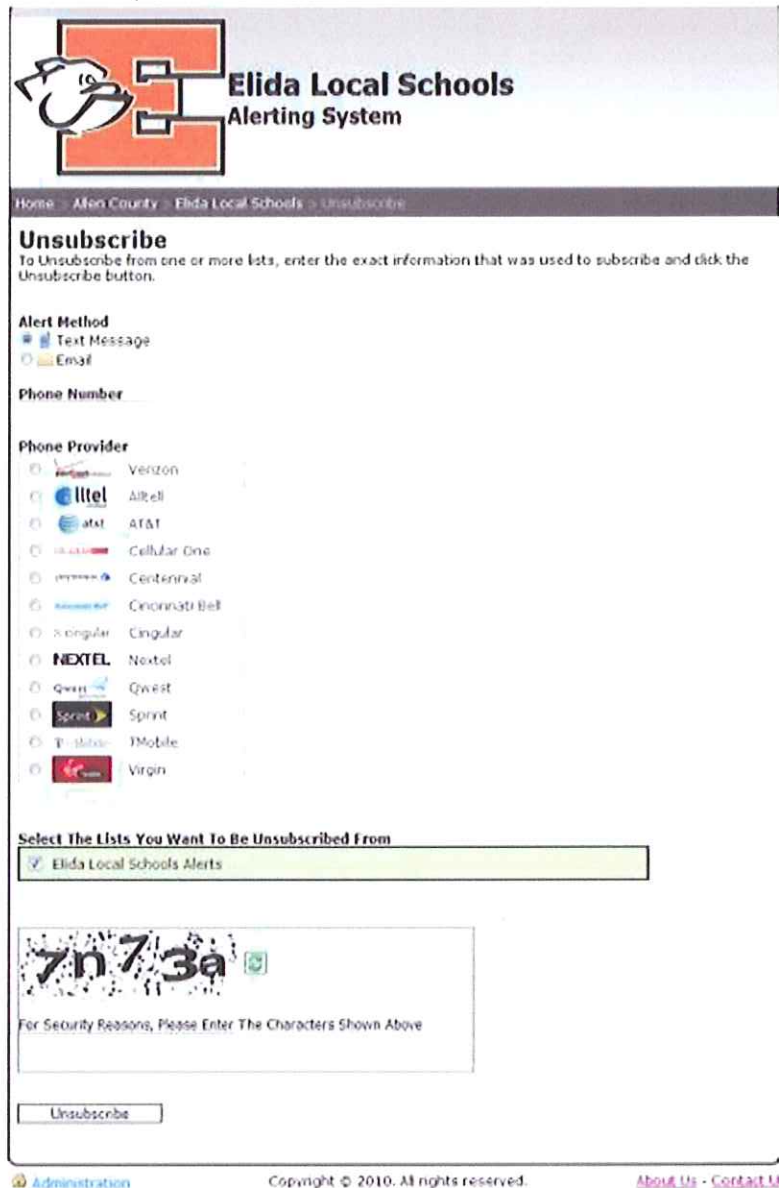
- Your Name:** A required text input field.
- Subscription Expiration Date (Optional):** A date selection field with a calendar icon.
- Alert Method:** Radio buttons for "Text Message" and "Email".
- Phone Number:** A text input field, only visible if "Text Message" is selected.
- Phone Provider:** A list of providers with radio buttons: Verizon, Alltel, AT&T, Cellular One, Centennial, Cincinnati Bell, Cingular, NEXTEL, Qwest, Sprint, T-Mobile, and Virgin.
- Select The Lists You Want To Be Subscribed To:** A list box containing "Elida Local Schools Alerts" with a checked checkbox.
- Security Validation:** A CAPTCHA area showing the characters "g v v 6 6" with a refresh icon. Below it is a text input field with the instruction: "For Security Reasons, Please Enter The Characters Shown Above".
- COPPA Compliance:** A checkbox labeled "COPPA Compliant: I certify that I am over the age of 13".
- Subscribe:** A button at the bottom of the form.

## Unsubscribe from Alerts

To unsubscribe from Alerts select the “Unsubscribe from Alerts” link found at: <http://www.ohioalerts.org/<district name>>.

Users can unsubscribe either their phone or email address.

To unsubscribe from one or more lists, enter the exact information that was used to subscribe, select the lists you want to be unsubscribed from and click the Unsubscribe button.




The screenshot shows the 'Unsubscribe' page of the Elida Local Schools Alerting System. At the top is the school's logo and name. Below is a navigation bar with links for Home, Allen County, Elida Local Schools, and Unsubscribe. The main heading is 'Unsubscribe', followed by instructions to enter subscription information. The form includes sections for 'Alert Method' (Text Message or Email), 'Phone Number', and 'Phone Provider' (a list of carriers like Verizon, Alltel, AT&T, etc.). A section titled 'Select The Lists You Want To Be Unsubscribed From' shows a single checked item: 'Elida Local Schools Alerts'. A CAPTCHA image with the characters '7n73a' is displayed, with a text prompt to enter the characters. An 'Unsubscribe' button is at the bottom of the form. The footer contains 'Administration', 'Copyright © 2010. All rights reserved.', and 'About Us - Contact Us'.

## Check Subscriptions

To see what alerts you are subscribed to select the “Check Your Current Subscriptions” link found at: <http://www.ohioalerts.org/<district name>>.

To check your subscriptions, enter the exact information that was used to subscribe to the list(s) and click the Send button.

Subscribers will receive a message on their phone or at their email address informing them of their subscriptions.



### Elida Local Schools Alerting System

Home > Allen County > Elida Local Schools > Check Subscriptions

#### Check Subscriptions











To check your subscriptions, enter the exact information that was used to subscribe to the list(s) and click the Send button.  
A message will be sent to your device for each list you are subscribed to.


**Alert Method**

Text Message  
 Email

**Phone Number**

**Phone Provider**

- Verizon
-  Alltel
-  AT&T
-  Cellular One
-  Centennial
-  Cincinnati Bell
-  Cingular
- NEXTEL** Nextel
-  Qwest
-  Sprint
-  T-Mobile
-  Virgin



For Security Reasons, Please Enter The Characters Shown Above

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## Contact Us

If you have any questions or concerns using Ohio Alerts, please select the “Contact Us” link in the bottom right corner of the screen and an Ohio Alerts representative will follow up with you.

Thank you for subscribing to Ohio Alerts.

The screenshot shows the Elida Local Schools Alerting System interface. At the top left is a logo featuring a stylized 'E' with a bird's head inside. To the right of the logo is the text 'Elida Local Schools Alerting System'. Below the logo is a breadcrumb trail: 'Home > Allen County > Elida Local Schools'. The main content area is divided into two columns. The left column contains three links: 'Subscribe to Alerts' (with a green plus icon), 'Unsubscribe from Alerts' (with a red X icon), and 'Check your current subscriptions' (with an information icon). The right column displays alert history under three headings: 'Alerts From The Last 24 Hours:', 'Alerts From The Last 3 Days:', and 'Alerts From The Last Month:'. Each heading shows '<No Alerts>'. The 'Alerts From The Last Month:' section contains three alert boxes with details such as 'Elida Schools are on a 2 hour delay for Tuesday, December 14, 2010.' and 'Elida Schools are closed for Monday, December 13, 2010.'. At the bottom right of the alert history is an 'RSS Feed' icon. The footer contains 'Administration' with a lock icon, 'Copyright © 2010. All rights reserved.', and two links: 'About Us' and 'Contact Us', with the latter circled in purple.

**Elida Local Schools Alerting System**

Home > Allen County > Elida Local Schools

- +** [Subscribe to Alerts](#)  
Sign up your cell phone or email address to receive alerts
- X** [Unsubscribe from Alerts](#)  
Remove your cell phone or email address from Alerts
- i** [Check your current subscriptions](#)  
See what alerts you are signed up for

**Alerts From The Last 24 Hours:**  
<No Alerts>

**Alerts From The Last 3 Days:**  
<No Alerts>

**Alerts From The Last Month:**

- Elida Schools are on a 2 hour delay for Tuesday, December 14, 2010.  
- Elida Local Schools Alerts  
- Monday, December 13, 2010 6:27:51 PM **i**
- Elida Schools are closed for Monday, December 13, 2010.  
- Elida Local Schools Alerts  
- Monday, December 13, 2010 7:46:20 AM **i**
- Elida Schools are on a 2 hour delay with no morning preschool for Monday, December 13, 2010.  
- Elida Local Schools Alerts  
- Sunday, December 12, 2010 6:04:06 PM **i**

RSS Feed

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