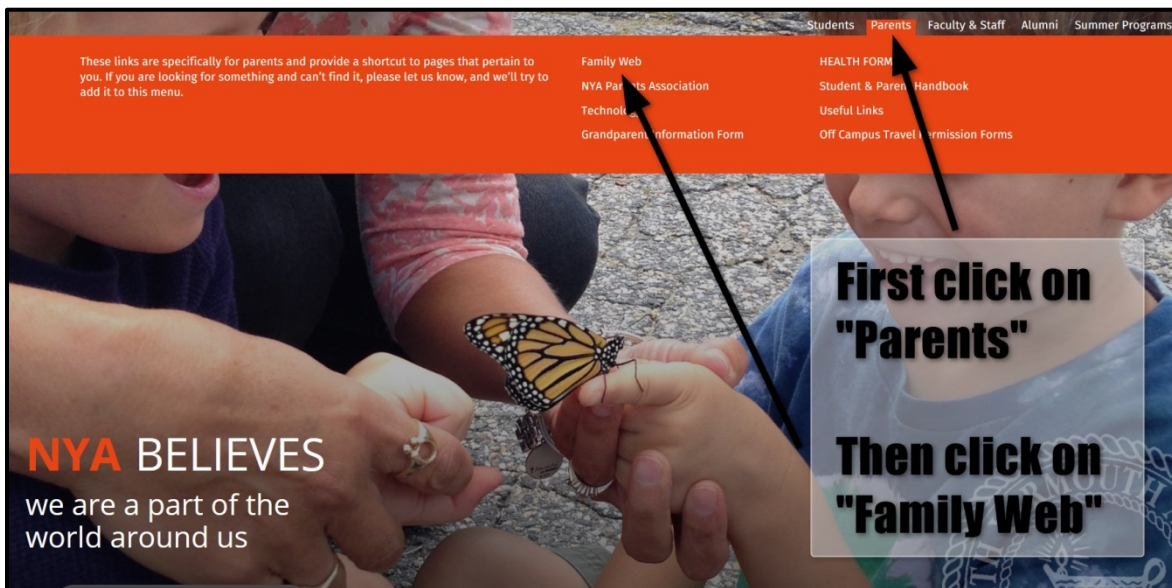


## Family Web - Adjusting Your Parent Alert Information

When appropriate, NYA will use the Parent Alert feature in Family Web to broadcast community-wide emergency and non-emergency announcements to phones and mobile devices. This help sheet shows you how to choose where you will receive these announcements.

1. If you have a bookmark or shortcut to Family Web, begin there and skip to Step 2. If not, open your web browser to the NYA website at [www.nya.org](http://www.nya.org). Click on “Parents” at the top of the page, and select Family Web from the menu that appears.



2. Please enter your Family Web login information: the District Code “NY-ME”, your Family Web username (often your email), and your password. Be sure that the “Parent” option is selected, then click on Login.

The image shows a screenshot of the NYA Family Web login page. The page has a dark header with the NYA logo and the text "FAMILY WEB" in orange, accompanied by two orange paw prints. Below the header is a white login form with the following fields and options:

- District Code: NY-ME
- Username: johndoe@gmail.com
- Password: [masked]
- Forgot Username / Password?
- Radio buttons for user type:  Parent,  Student,  Staff
- Login button and Create New ParentsWeb Account link
- Get the RenWeb Home App section with Download on the App Store and GET IT ON Google play buttons
- TRUSTe Certified Privacy logo
- Learn More about the RenWeb Home app for accessing ParentsWeb information via the convenience of an app!

At the bottom of the page, it says "Powered by RenWeb Student Information Systems | Privacy Policy".

3. Once logged into Family Web, select "Web Forms" from the left menu.
4. Select "Custodial Parent Information" from the list of Documents/Forms.
5. Scroll to the bottom of the form to find Parent Alert options. Please see the graphic below. You have the option to select your Home Phone, Work Phone, or Cell Phone, if you have those numbers listed with the school. If you do not, those numbers can be entered in this same form. There is also an option to opt out of receiving text messages in your cell phone, if you have listed one. The Country Code option enables communication for international families with phone numbers originating outside of the U.S.

1. Select "Web Forms" from the left menu.

2. Select "Custodial Parent Information" from the list.

3. Scroll to the bottom to find Parent Alert options.

4. Click "Save" at the bottom.

Parent Alert: To Home Phone  
 Yes  No

Parent Alert: To Work Phone  
 Yes  No

Parent Alert: To Cell Phone  
 Yes  No

Parent Alert: Opt-out of Text Messages  
 Yes  No

Parent Alert: Country Code (for international families)  
 Yes  No

Save

6. While in this form, please check the other information that may need to be updated.
7. Be sure to click "Save" at the bottom of the form to record any changes.