safeSCHOOLS ALERT

Login Instructions for SafeSchools Alert

We are pleased to offer our community access to SafeSchools Alert, an online incident reporting and tracking system. As an Alert Administrator, you will be able to review, document and share tip information reported for your school. Keep in mind, you will periodically receive email notifications from "SafeSchools Alert" notifying you of new tip information. Please be on the lookout for such emails in the future. To get started, follow the instructions listed below.
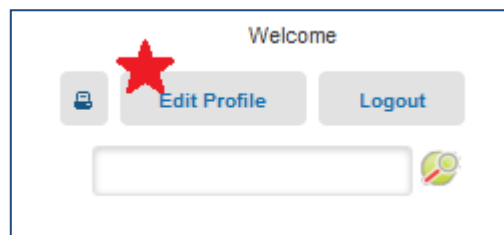
How to access SafeSchools Alert:

1. Using your web browser, go to the web page *everett-wa.safeschoolsalert.com*. (No "www" is necessary.)

2. To access your account, click the LOGIN tab and enter your username and password, which follows the following format:

   Username: Full district email address (**example@everettsd.org**)

   Password: First 5 characters of username, all lowercase. (**examp**)

3. After you have initially logged in, please update your password for more security by clicking the "Edit Profile" button. This can be found in the upper right-hand corner.

If you have any questions or problems with the site, please contact:

District Contact Name
administrator@xyzschools.org

Thank you for your participation!