



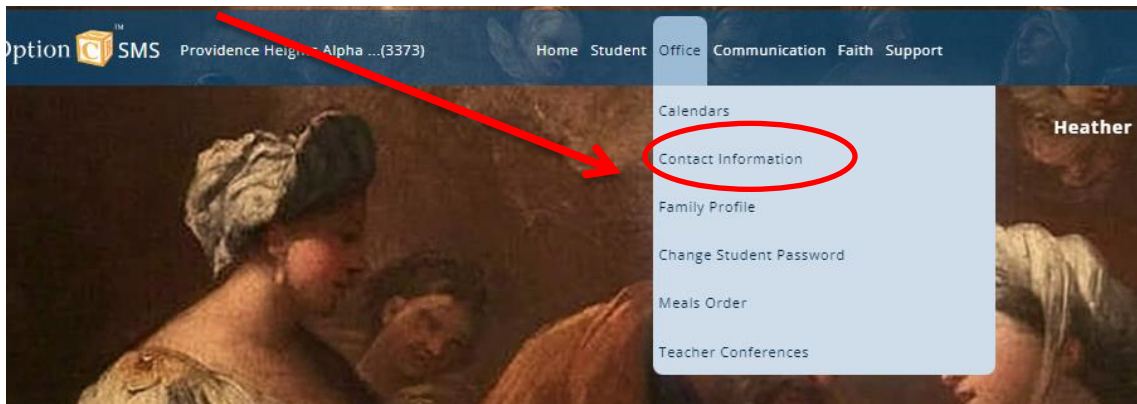
TRADITION.
INNOVATION.
EXCELLENCE.

OPTION C PARENT ALERT SYSTEM DIRECTIONS

Directions for updating your contact information:

(Please note that you must update all information by **WEDNESDAY, SEPTEMBER 14th** at which time you will **no longer** be able to edit your contact information. If you do need to change any contact information as of September 14, 2022, you will need to contact the Main Office via phone 412-366-4455 or e-mail at lbeck@alphaschool.org.)

1. Go to <https://signin.optionc.com/email-signin/> and type in your **Email Username** and **Password**. Be sure to click the box in front of **“I am an authorized user”** then click **“Sign In.”** (If you are unsure what your Email username and/or Password are please contact lbeck@alphaschool.org. Please too note that you must use a **Parent’s user information** and **NOT your child’s information.**)
2. At the top of the screen click on **“Office”** then **“Contact Information”**



3. Please verify all preexisting phone numbers and email addresses, as well as fill in any blank information. Then click the green **“Save Changes”** button on the bottom right of the screen.

CONTACT INFORMATION (Update your phone and email contact information)

Phone

Family: Primary Home: Primary Unlisted Phone?

Mobile: Primary Unlisted Phone? Work: x Primary Unlisted Phone?

Email

Family: Primary Home: Primary

Work: Primary

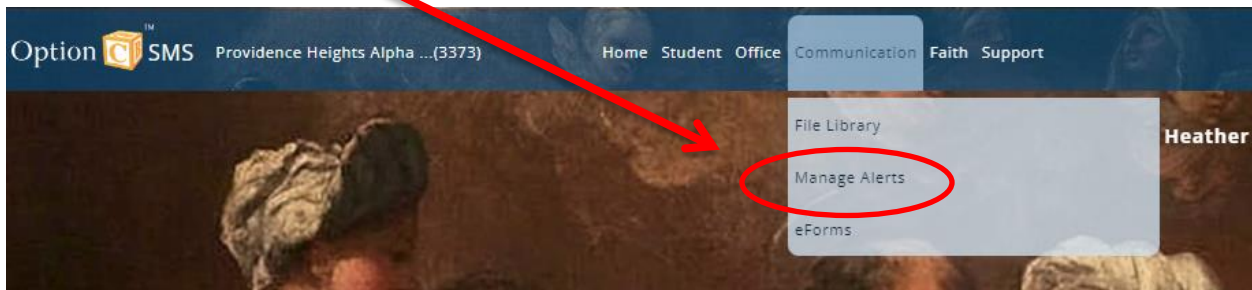


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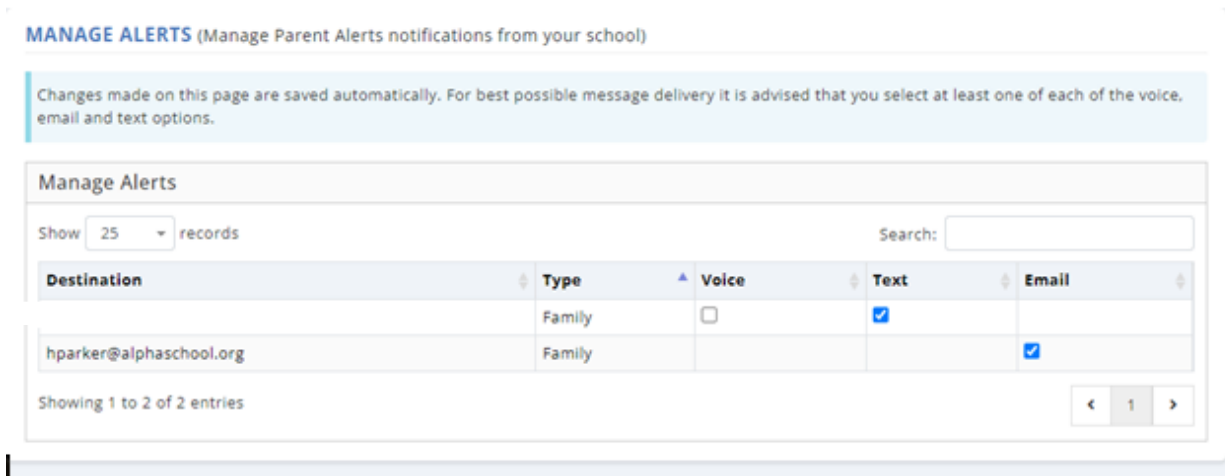
Directions for indicating your alert preferences:

(Please note that you can change your alert preferences at ANYTIME as this option is ALWAYS OPEN to parents.)

- Once your profile is updated, we also need to know your preferred method of contact. To indicate your preferred method of contact, click on “Communication” on the top of the screen and then “Manage Alerts.”



- Please check the boxes that you **APPROVE** to receive messages and, where appropriate, what type of message you would like. *We realize that some cell phone plans charge per text message received and we do not want you to incur those charges if you have that type of plan.*



**** If you have any questions on need any clarification, please do not hesitate to contact the Main Office. ****