

Below are written instructions to set up the App, use the App as well as instructions to set up your camera light for flash notification.

### **Set Up Instructions For a School:**

The school will request and complete a digital form providing us with the names, email addresses, and mobile phone numbers of authorized personnel, as well as a list of every school location you want identified and populated in the app. You may have as many members of staff and as many locations as you want. You can either call us at 949-301-2760 or email us at support@schoolsecurityfirst.com to request the digital form.

Once we have this information, authorized personnel, students and parents can download the App.

### **Set Up Instructions For Authorized School Personnel:**

Once you download and open the app you:

- 1) Type in the name of your school and press next.
- 1) Press the “Select Position Title” and select Personnel. Start typing in your name. As you do, your name will auto-populate from the information provided from your school.
- 2) Select your name, which will trigger an authentication code to be sent via text or email.
- 3) Once you enter the authentication code, you select your four primary, daily locations from the pre-populated school locations.
- 4) It is recommended you set your notification to have your camera light flash when alerted of an emergency so your phone will not disrupt you if you are in class. See directions below to set Emergency notification to flash.

Now you’re ready to use the app.

### **Set Up Instructions For Students:**

Once you download and open the app you:

- 1) Type in the name of your school and press next.
- 2) Press the “Select Position Title” button and select “Student”.
- 3) Enter your e-mail address or mobile phone number. When entering your phone number include your country code which in the USA is: +1. Then press next.
- 4) You will then receive a message stating that a 4-digit code has been sent to your registered e-mail/mobile number. Type in that code and press next. It is important you keep your 4-digit code, as this is what your parent will use to link the app with your mobile device in case of an emergency.
- 5) It is recommended you set your notification to have your camera light flash when alerted of an emergency so your phone will not disrupt you if you are

in class. See directions below to set Emergency notification to flash.

You are now enrolled.

### **Set Up Instructions for Parents:**

Once you download and open the app you:

- 1) Will type in the name of your child's school and press next.
- 2) Press the "Select Position Title" button and select "Parent".
- 3) Enter either your Email address, phone number or both. When entering your phone number include your country code which in the USA is: +1. Then press next.
- 4) A Notifications screen will appear. Select "Settings". Select "Notification Preferences". You can now select how you would like to be notified in case of an emergency. Once you have entered your notification preferences press the Notification Preferences back button to take you back to settings.
- 5) Next, select "Manage Children/School". You will see the school you selected. If your child does not have a mobile phone, you are now enrolled and school personnel will notify you once an emergency has been cleared. If your child has a mobile device registered with School Security First, you will then press "Add", then "Add Child". Enter the same Student Code your child used when downloading the app. If for some reason you no longer have access to that code, e-mail us at [support@schoolsecurityfirst.com](mailto:support@schoolsecurityfirst.com) and provide us with your child's name and school and we will e-mail the code to you. Once you have entered the code, press submit. Your app will now be connected to your child's phone.

You are now enrolled.

\*If you would like to add another child or school, select the "settings" back button and select "Manage Children/School" and follow the same instructions to either add a child at the same school or add a new school. Please make sure each school you want to add is registered to use the School Security First App.

## **How to Use the App in an Emergency:**

Only school personnel may activate an emergency alert.

- 1) When a school emergency happens, open the app, tap on the emergency button
- 2) Pick one of your four pre-selected locations where the emergency is occurring or enter a new one if you're somewhere else. As you type your current location, it should auto-populate.
- 3) Select the type of emergency and confirm it. This will immediately send a notification as to the type and location of the emergency to all school personnel and students who have the App.
- 4) Next, You have the option to manually call first responders or if you're not in a position to talk, simply press "Automatic Call" and a message will be sent to first responders.
- 5) If other school personnel enter alerts with different locations, notices with updated information will be sent to all personnel, students and first responders to give everyone the information they need, the instant they need it.
- 6) When the emergency is over, school personnel can initiate the all-clear notice so that an all-clear alert will be sent to personnel and students. Parents are simultaneously notified of a resolved emergency. The GPS of students is automatically activated so parents' can track their child via GPS.

That's how we communicate in real-time, in a crisis, to ensure everyone has the facts within 6 seconds.

## **Setting up the Camera Flash on your phone:**

### **How to enable visual notifications on your Samsung Galaxy using the LED flash**

**Step 1.** In the **Settings** menu, tap on **Accessibility**, then on **Hearing**.

**Step 2.** Tap on **Flash Notification** and then tap on **the toggle to activate the feature**. That's it!

### **How to enable visual notifications on your LG Phone using the LED flash**

**Step 1.** In the **Settings** menu, tap on **Accessibility**, then on **Hearing**.

**Step 2.** Tap on the **Flash alerts** toggle, then confirm by tapping on **Turn on**. You're all set!

## **How to enable visual notifications on your iPhone using the LED flash**

**Step 1.** Launch **Settings** from your Home screen.

**Step 2.** Tap on **General**.

**Step 3.** Tap on **Accessibility**.

**Step 4.** Tap **LED Flash for Alerts**.

**Step 5.** Toggle **LED Flash for Alerts** to **ON**.

(To disable the notification light, repeat the same process and toggle the setting to OFF)

## **How to enable LED Flash for Silent mode on iPhone**

If you want LED Flash to be automatically activated whenever you flick the mute switch on your iPhone, you just have to enable the feature.

**Step 1.** Launch **Settings** from your **Home** screen.

Step 2. Tap on **General**.

**Step 3.** Tap on **Accessibility**.

**Step 4.** Tap **LED Flash for Alerts**.

**Step 5.** Tap the switch next to **Flash on Silent**.

(Now you'll receive an LED flash alert whenever the ringer switch is set to silent.)

