

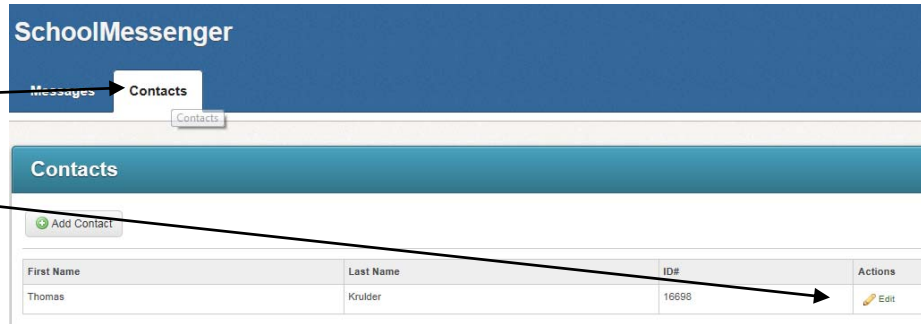
The following are instructions on how to manage the messages you receive from the Mount Sinai School District Alert system

Log onto the “School Messenger” website via the link on the school website or just copy and paste the following website into your browser: <https://accounts.relianceco.com>

Log into your account

Click on the “Contacts” tab

Click the “Edit” button



Uncheck the boxes of the messages you don't wish to receive.

A screenshot of the contact message preferences form. It is divided into sections for 'Phone', 'Email', and 'Text (Mobile)'. Each section contains input fields for phone numbers or email addresses and a row of checkboxes for different message types: 'Non-School Hours Emergency', 'School Hours Emergency', 'Attendance', 'General', and 'Survey'. In the 'Phone' section, the 'General' checkbox for the first contact is circled in red. At the bottom of the form, there is a 'Save To All Contacts' checkbox and a green 'Save' button.

- Non-School Emergency and School Hours Emergency Messages along with Attendance are pertinent messages regarding early and late dismissals, school closing and any emergencies that should arise during school and after school hours.
- General messages include all school based organization messages along with Board of Education meetings and School function messages etc. You can also choose these messages to come via e-mail and not vial phone message.

After you have completed your edit click the “Save” button.