

# Southern Crescent Technical College

## SchoolCast Dashboard Guide - Staff

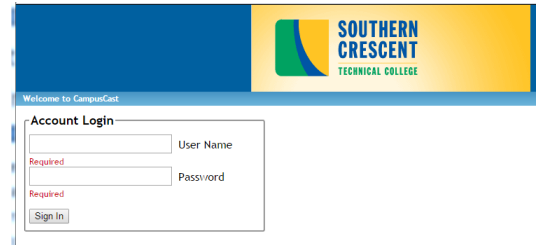
**Overview:** Southern Crescent Technical College uses SchoolCast by High Ground Solutions to send employees emergency and non-emergency alerts. An example of a non-emergency alert would be a school closing notification while an example of an emergency alert would be a tornado warning. When your employment starts, an account is created for you. Please take a moment to login and review/update your contact information.

### 1. Logging into the SchoolCast Dashboard.

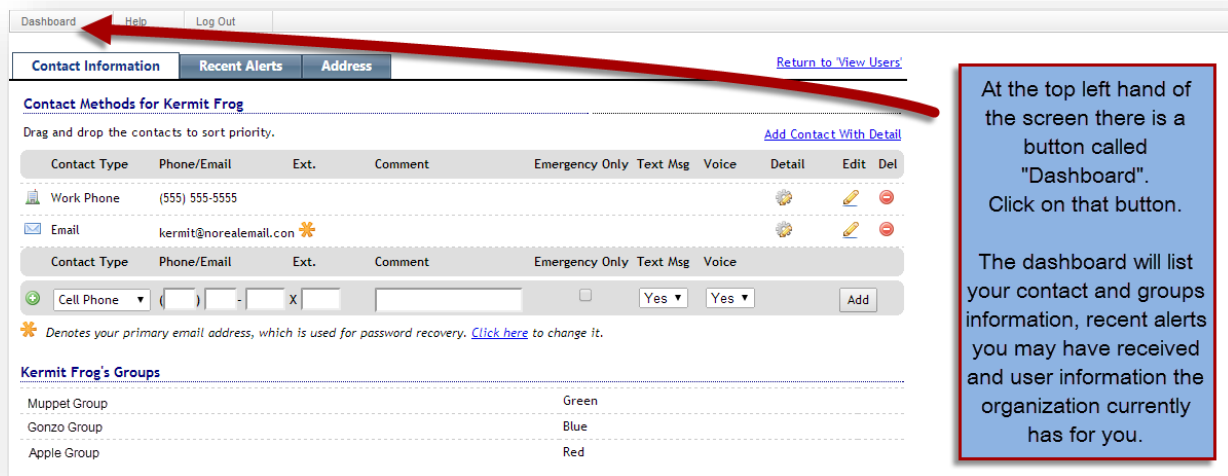
Using your browser, go to

<https://www.myschoolcast.com/go/sctech> and enter your email address **without** the @sctech.edu and your password.

*Please note: If you are an admin, please login with the separate directions you have received.*



### 2. Locating your dashboard

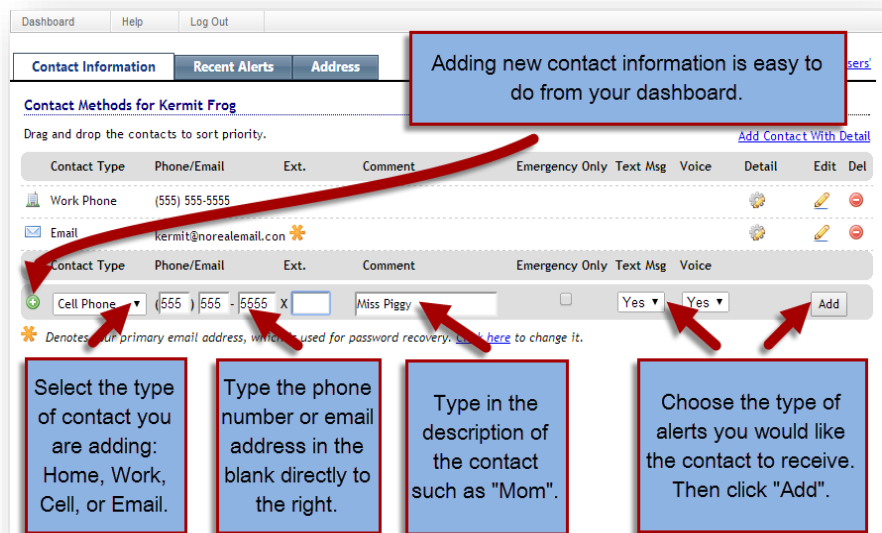


At the top left hand of the screen there is a button called "Dashboard". Click on that button.

The dashboard will list your contact and groups information, recent alerts you may have received and user information the organization currently has for you.

### 3. Some of my information is missing. How do I add it?

Your account was created using information from Banner. The most important number that you can add or update is your cell phone. You may also add other contact numbers and email addresses.



Adding new contact information is easy to do from your dashboard.

Select the type of contact you are adding: Home, Work, Cell, or Email.

Type the phone number or email address in the blank directly to the right.

Type in the description of the contact such as "Mom".

Choose the type of alerts you would like the contact to receive. Then click "Add".

4. How do I edit an existing contact?

Need to edit an existing contact? Click the pencil icon under the "Edit" Column.

Correct the incorrect information then click the computer disk icon.

If you wish to exit the edit field without changing information, click here.

Contact Type	Phone/Email	Ext.	Comment	Emergency Only	Text Msg	Voice	Detail	Edit	Del
Work Phone	(555 ) 555 - 5555	X		<input type="checkbox"/>					
Email	kermit@noreaemail.com								
Cell Phone	(555) 555-5555		Miss Piggy	<input type="checkbox"/>	Yes	Yes			

5. How do I make sure that my cell phone is contacted first?

Need to change the order of contacts? Simply click and hold on the icon, then drag the contact method to the top (or preferred order). The screen will automatically update and save the new order.

Contact Type	Phone/Email	Ext.	Comment	Emergency Only	Text Msg	Voice	Detail	Edit	Del
Work Phone	(555 ) 555 - 5555	X		<input type="checkbox"/>					
Email	kermit@noreaemail.com								
Cell Phone	( ) - X			<input type="checkbox"/>	Yes	Yes			

6. I have some contact methods that should only receive a message during an emergency. How do I make sure a number/email is only contacted in the event of an emergency?

You can designate contact methods to only receive alerts during an emergency event by clicking the "Emergency Only" box to the right of the comment section.

You can edit existing contact methods, by clicking the pencil icon.

Contact Type	Phone/Email	Ext.	Comment	Emergency Only	Text Msg	Voice	Detail	Edit	Del
Work Phone	(555 ) 555 - 5555	X		<input type="checkbox"/>					
Email	kermit@noreaemail.com								
Cell Phone	(555) 555-5555		Miss Piggy	<input type="checkbox"/>	Yes	Yes			
Cell Phone	(999 ) 999 - 9999	X	Gonzo	<input checked="" type="checkbox"/>	Yes	Yes			

7. I have some contact methods that I would like to restrict the type of messages they can receive (SMS Text or Voice). How do I control this?

**You can designate alert types for each contact method.**

Contact Type	Phone/Email	Ext.	Comment	Emergency Only	Text Msg	Voice	Detail	Edit	Del
Work Phone	(555) 555-5555								
Email	kermit@norealemail.com								
Cell Phone	(555) 555-5555 X		Miss Piggy		Yes	Yes			
Cell Phone	(999) 999-9999		Gonzo	Emergency Only	Yes	Yes			
Cell Phone	( ) - X				Yes	Yes			

**Select "Yes" or "No" from the drop down menu to indicate your Text Message preferences for each cell phone number.**

**Select "Yes" or "No" from the drop down menu to indicate your Voice Alert preferences for each phone number.**

8. I accidentally deleted a message/email alert. How do I go back and listen/read it now?

**Click on the tab labeled "Recent Alerts".**

Alert Name	Sent	To	Message
Leadership Team - Winter Weather Advisory issued February 13 at 2:51AM CST until February 13 at 6:00	2/13/2014 3:00:43 AM	2057890961	
Group:12/18/2013 - Winter Weather Advisory issued February 13 at 2:51AM CST until February 13 at 6:00	2/13/2014 3:00:39 AM	2057890961	
Leadership Team - Winter Storm Warning issued February 12 at 6:46PM CST until February 13 at 6:00AM	2/12/2014 6:50:46 PM	2057890961	
Group:12/18/2013 - Winter Storm Warning issued February 12 at 6:46PM CST until February 13 at 6:00AM	2/12/2014 6:50:41 PM	2057890961	
Group:12/18/2013 - Winter Storm Warning issued February 12 at 12:03PM CST until February 13 at 6:00A			
Leadership Team - Winter Storm Warning issued February 12 at 12:03PM CST until February 13 at 6:00AM			

**All past alerts will be listed here. You can click on the icon under the Message Column to listen to or read the alert contents.**