

Instructions for Accessing the Johnsonburg Area School District Emergency Notification System

In order to use the JASD Emergency Notification System, you must first subscribe to the system. To subscribe to the new system, please do the following:

1. Get on the internet and go to <http://johnsonburg.ealert.com> (note that there is no "www" at the beginning)
2. Click on "Subscribe"
3. Check the school(s) that you want to receive messages from
4. Complete your name
5. Put in the email address(es) you want the system to use if you want to receive emergency messages through email. You do not need to complete this section if you only want to receive text messages.
6. Put in your cell phone number in the SMS phone section if you want to receive text messages from the emergency system. Be sure to include your area code with the cell phone number (ex. 814xxxxxx). Be sure to choose your "cell phone carrier" such as ATT, Verizon, etc.
7. Pick a security question and type in the answer to that question. You will need this information if you ever want to change or edit your account in the future.
8. Check the two boxes stating that you are agreeing to use this system and that you understand the privacy policy.
9. Click on "Add My Subscription"
10. You will then receive a text message within a few minutes with an authorization code in it.
11. Write down your authorization code and then go back to the <http://johnsonburg.ealert.com> website and click on "account maintenance"
12. Enter your cell phone number and click "find me".
13. Enter your authorization code and click on "continue"
14. Check that all your account information is correct and then click on "logout".

If you have any difficulties with this system, please call (814) 965 2536 and ask to speak with Sue Smith. Thank you!