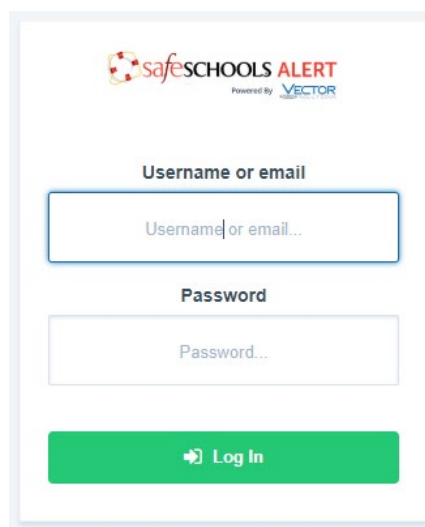
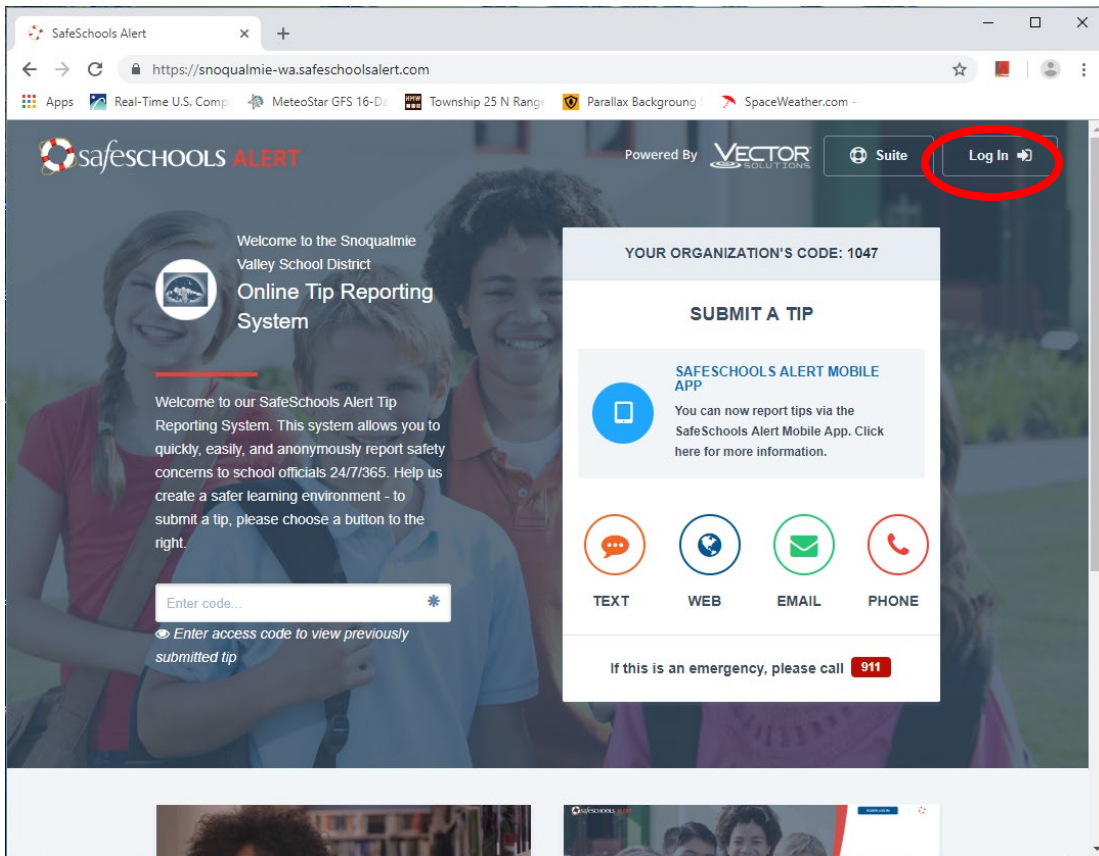


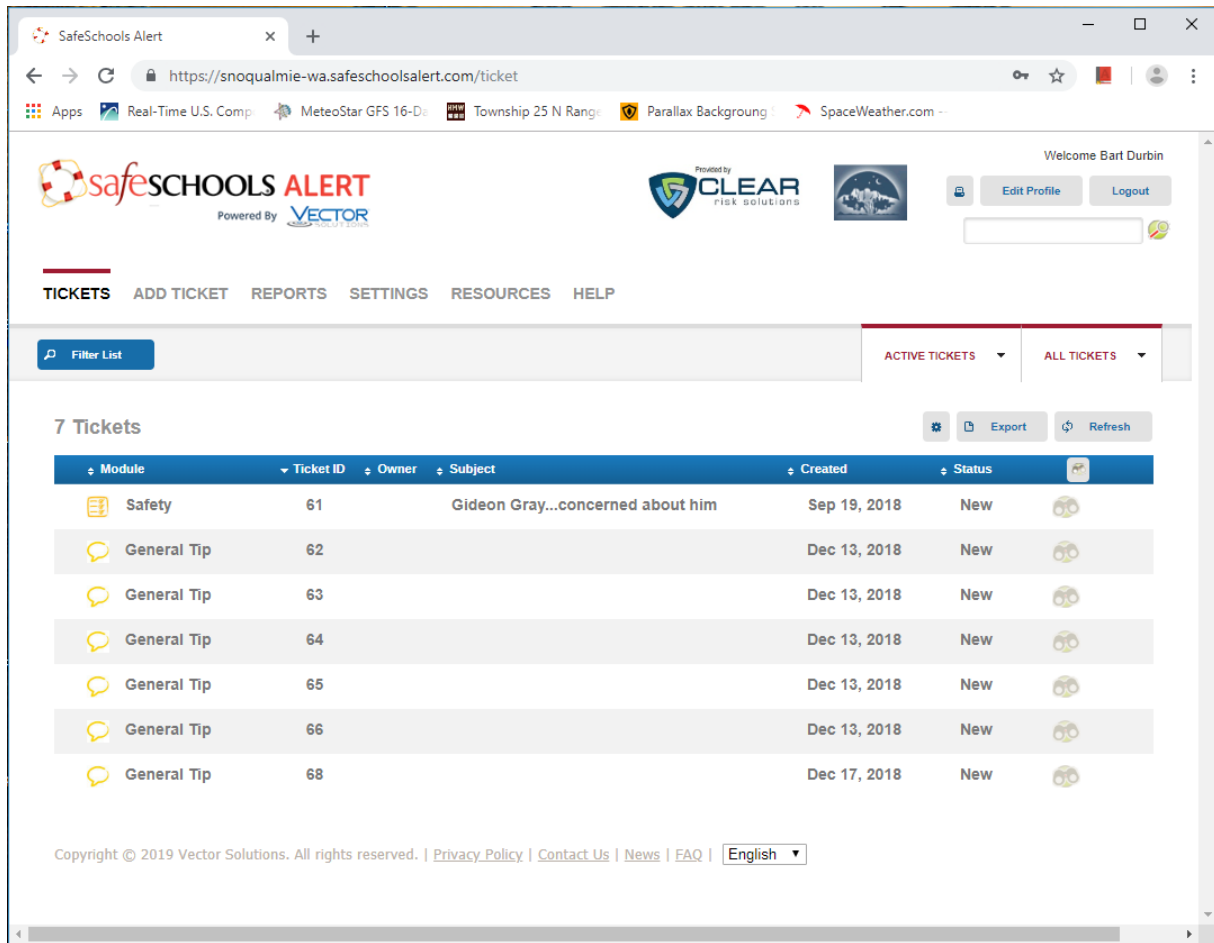
SafeSchools Alert Instructions:

In a browser, go to <https://snoqualmie-wa.safeschoolsalert.com>.

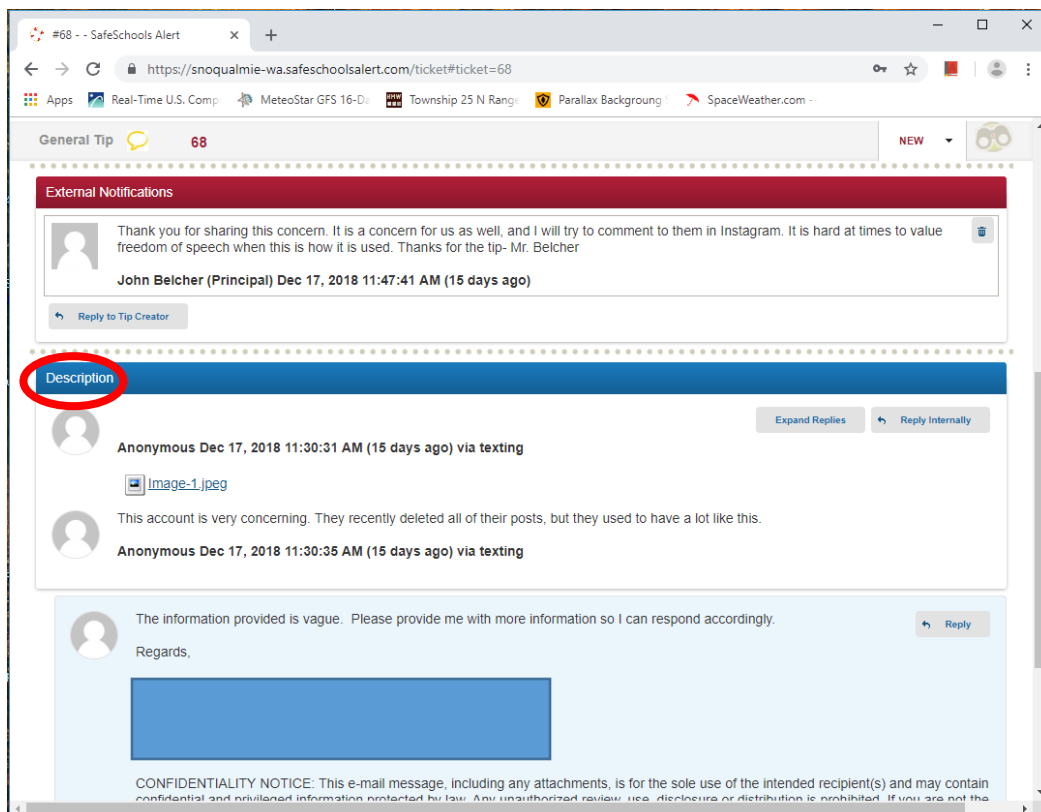
When it loads, click on the **Log In** button in the upper right corner, enter your credentials, then press the green **Log In** button. Your initial login will be set to your email address, with the password of: svsd410



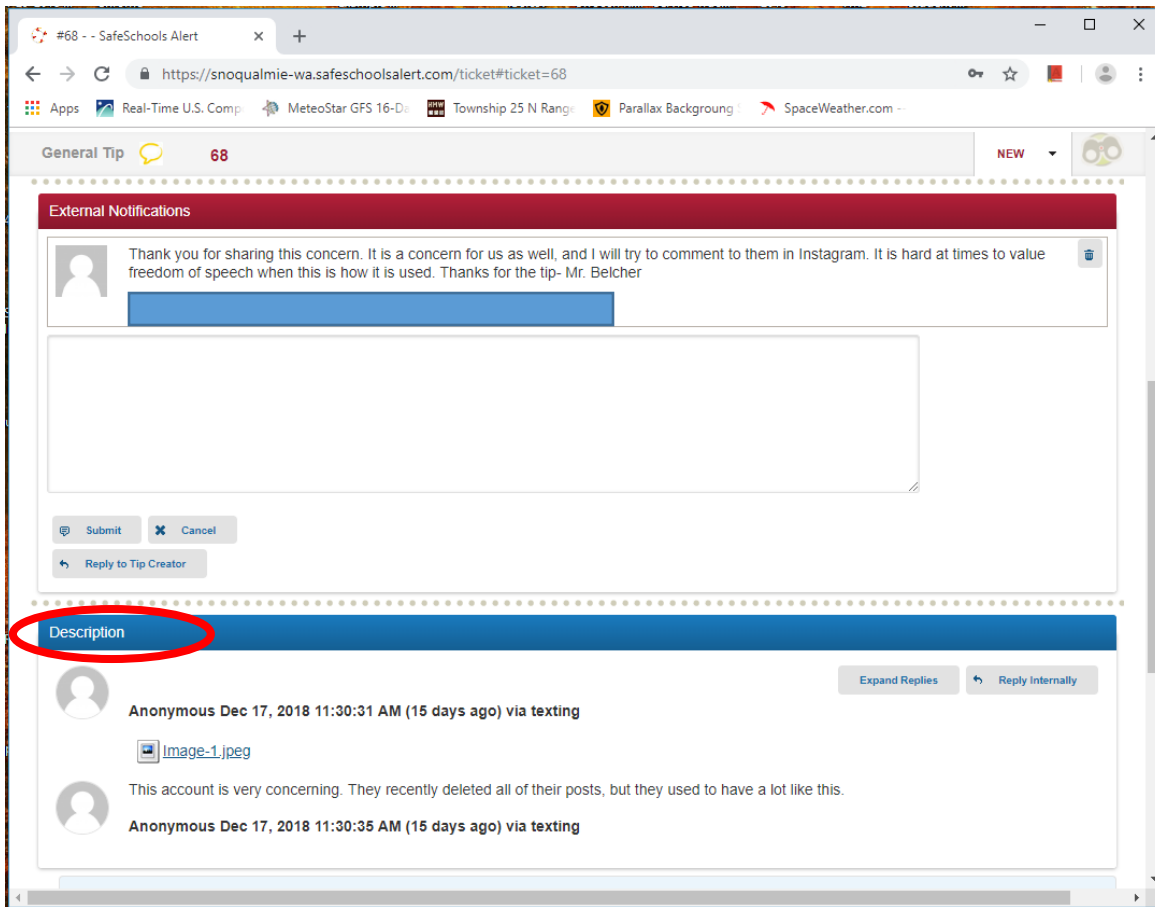
Once logged in, you'll see a list of Tips. Click on a tip to see it and reply to it.



Scroll down to see all available information including the original Tip message under 'Description.'



If you wish to reply to the tip creator, make sure you click on **'Reply to Tip Creator'** above the **Description** section. Do not use the **'Reply Internally'** button to reply to the tip creator. **'Reply to Tip Creator'** may not get responses from the tip creator if they do not wish to reply. Each successfully submitted tip will get a tracking number that the tip creator can use on the website to read responses and reply to tips, if they choose to.



Once you're finished with your message, click the **Submit** button.

You may use the **Reply Internally** option if you wish to submit messages that only district staff will be able to see. The original tip creator will not see replies submitted this way.

The Technology Department will go in once or twice a year to resolve tickets that have been in the systems for a few months to keep the system clean. This does not get rid of the ticket it just adds it to the closed tickets.