

BRIGHT ARROW INSTRUCTIONS FOR FCS PARENTS

FCS has contracted with Bright Arrow Technologies to provide phone calls, emails, and texts in the event of school closings, delays, and emergency communications. Please select your preferred communications based on how you would want to be reached in the event of an emergency.

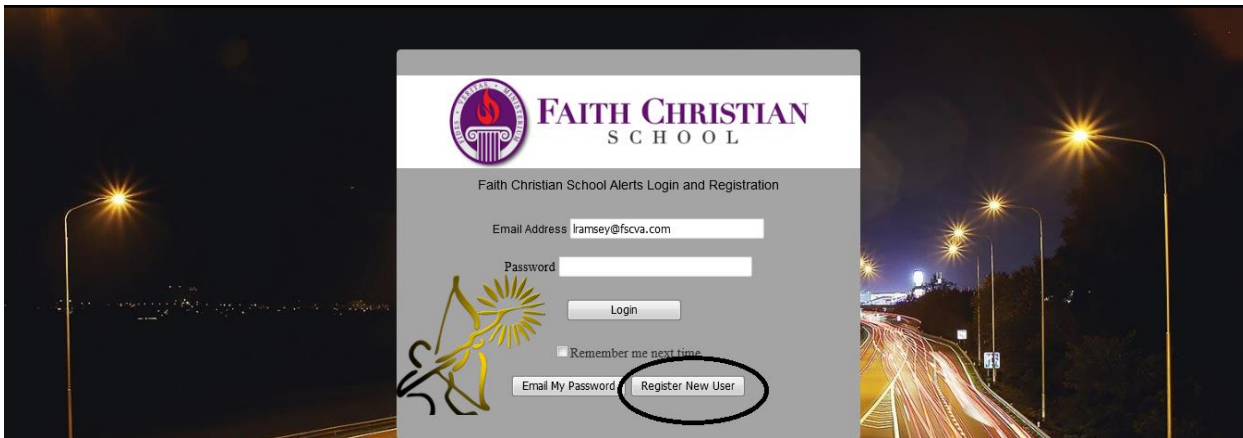
A Bright Arrow account was created for each parent that has a FACTS login. This account allows you to select any combination of phone calls, text messages, and emails.

Bright Arrow does not retain information from previous school years. You must register and update your account annually. If both parents in a household have a FACTS login, each parent should login to their Bright Arrow Account to register and update account.

Directions to set up your account:

In order to access your account, a link to Bright Arrow has been posted on the school website on the *Forms and Resources* page or [click here](#).

From the portal login page, click *Register New User*. **You will need to register as a new user every year. The system will not retain your login information from previous school years.**



Once on the registration page, use your **FACTS Username** in the field labeled *Email Address*. Then select a password and complete the rest of the boxes. Click *Register*.



Once you have registered, you will need to sign in to edit your contact information. Some of your contact information was already been uploaded from FACTS into Bright Arrow. Edit the information to reflect how you wish to be contacted. Also consider adding a grandparent/caregiver who would benefit from knowing about a closing, delay, or emergency. Once you have made all the revisions, please select *Apply*.

BrightArrow
Technologies, Inc.

PORTAL EDIT

Faith Christian School Alerts

Please enter your phone numbers and email addresses. In addition, you may also review prior messages sent to you by clicking on *Review Prior Messages*.

Login ID:

Login Password Login Password (again)

Phone 1 Voice Calls Text Messages

Phone 2 Voice Calls Text Messages

Phone 3 Voice Calls Text Messages

Email 1

Email 2

If you would like to test that you entered the correct phone number and email address, please press *Test*.

If you have any questions, please contact Leslie Ramsey at 769-5200, ext. 102 or lramsey@fcsva.com.