Welcome to Remind Training

LCS has purchased the Enterprise Edition of ● remind to capture all text communications between employees regarding LCS business.

What do you need with you for training?

- ➢ Computer with internet access.
  Do not use IE as your default browser with Remind.
- ➢ Your cell phone
- ➢ If you have an iPhone, your Apple ID information.
- ➢ If you have a Droid, your Play store information.

How does Remind work?

A unique number is created for **each** connection. Any calls or texts made on Remind between user A and user B would be the same, but if user A calls user C it would be a different number. Therefore, not all users in Remind could reach user A at the same number, so it would not work for a business card. What this does is establish privacy for users. No one can use the unique number established between a connection except for those two individuals.
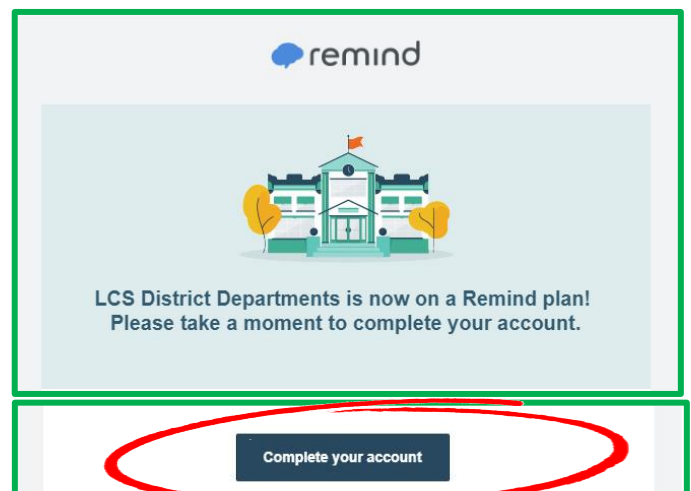
How to begin. Start on the computer.

It is important that you follow each of these steps in exactly the order they are given. Setting up your account on the web is the best way to do it. Please do **not** use your cell phone until the directions call for it.

Step 1: A district account has already been set up for you. You should have received an email from Remind titled: 'Action Required.' Please open the email now and click on the blue bar to activate your district account.

If you have used Remind in the past with your LCS email you will be asked to **merge** your existing account to your now rostered district account.

If you are unable to find the email, please follow the 'Without the email' directions below.

● remind

LCS District Departments is now on a Remind plan!
Please take a moment to complete your account.

Complete your account

Without the email
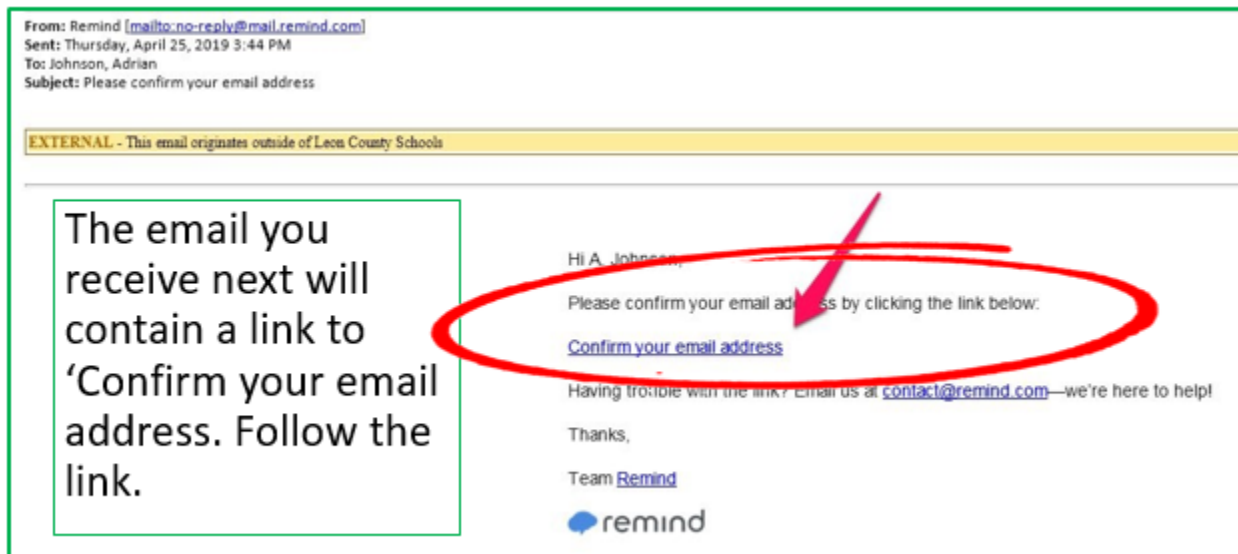
Use this link: https://www.remind.com/?sign-up=true

Select the blue bar after entering your email address.

STOP and wait for the system to tell you that your email is already there.

Once the system recognizes your email THEN select the 'Got it' blue bar.

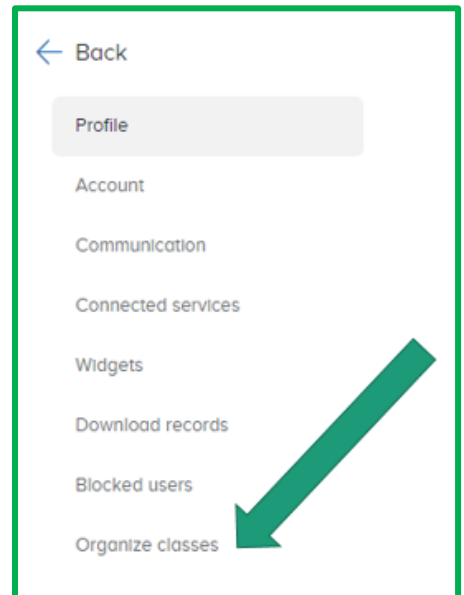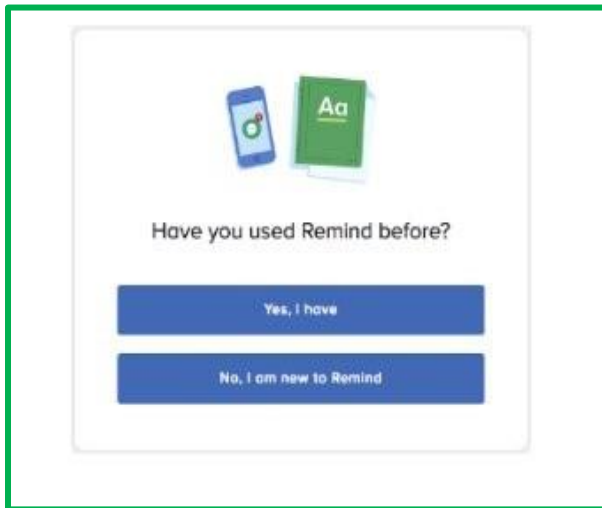You will receive an email asking you to confirm your account.

Sign the user agreement and create a strong password. This password **will not change** unless you change it.

Step 2: To merge or not to merge, that is the question!

Some of you may have already used and created an account in Remind as a teacher or parent with your LCS email.

If you do not wish to see 'old' classes, you can always remove them from the list. All classes affiliated to Leon County Schools are archived in our district account.
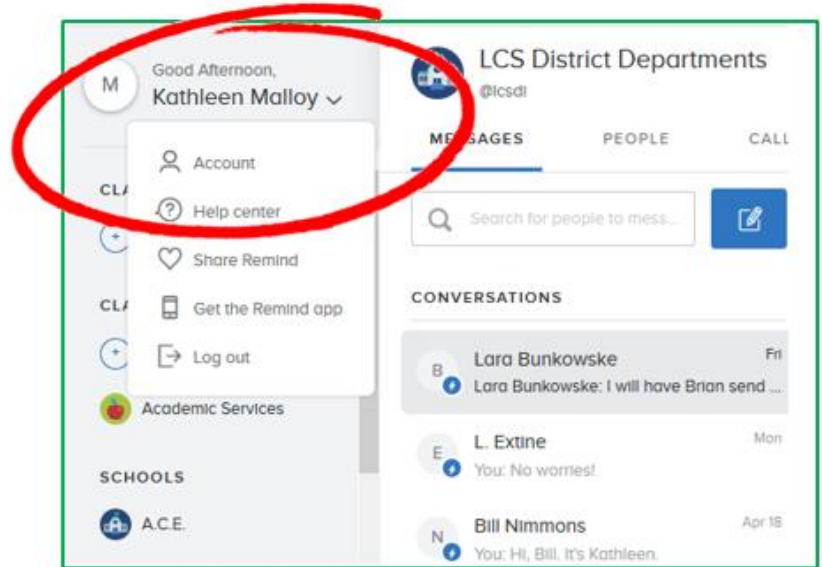

Have you used Remind before?

Yes, I have

No, I am new to Remind

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Organize classes
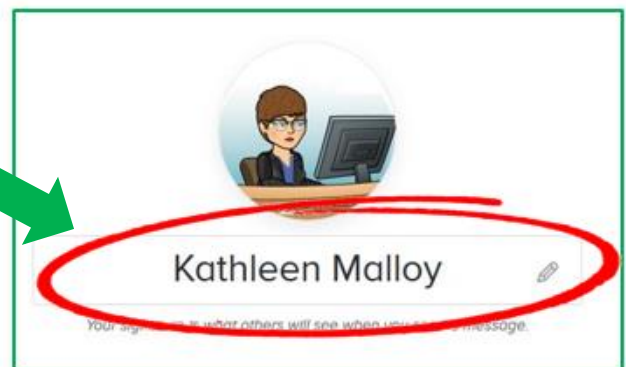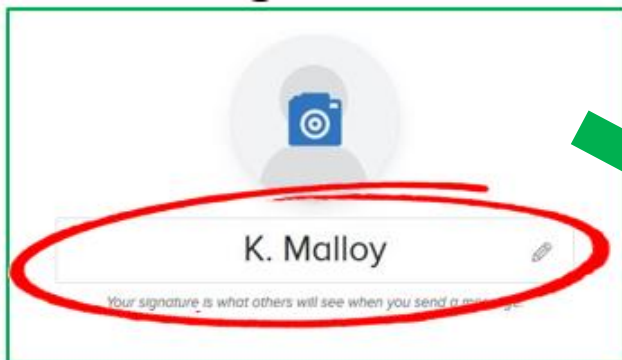
Step 3: Set up your account

On your Landing Page, select the pull down arrow next to your name.

Next, select 'Account.'

Change your name, add a photo and take a look around.

All employees are asked to have their full first and last names as their signature to avoid any same name confusion. Please change yours now.

Good Afternoon,
Kathleen Malloy ⌄

Account
Help center
Share Remind
Get the Remind app
Log out

Academic Services

SCHOOLS

A.C.E.

LCS District Departments
@lcsd

MESSAGES   PEOPLE   CALL

Search for people to mess...

CONVERSATIONS

Lara Bunkowske   Fri
Lara Bunkowske: I will have Brian send ...

L. Extine   Mon
You: No worries!

Bill Nimmons   Apr 18
You: Hi, Bill. It's Kathleen.

K. Malloy

Your signature is what others will see when you send a message.

Kathleen Malloy

Your signature is what others will see when you send a message.
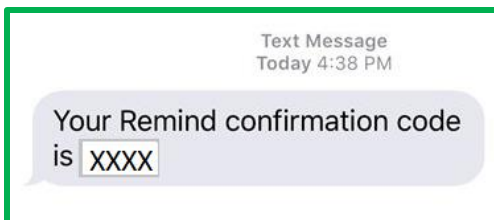
Step 4: Link your cell phone

You are still working on a computer but you will need your cell phone handy.

First, select the 'Communications' section of your account. Enter your cell phone number in the box next to Text Notifications. This will allow the app to send you messages through Remind.

You will be sent a 4 digit confirmation code to your **cell phone**.

Text Message
Today 4:38 PM

Your Remind confirmation code is XXXX

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Push notifications
Send and receive messages instantly on your phone.

(555) 555-5555   Text me a link

Text notifications

Add a mobile device

Email notifications

bunkowskel@leonschools.net
Pending confirmation. Resend email

Add an email address

Once you have entered your code online you have synched your cell number to your Remind account.

The system may ask you if you want to download the app at this point.

If you are an Android user you will need to navigate via your Playstore account.

Enter your code
Please enter the 4-digit code sent to 1 (850)

Submit

Didn't receive a code? Resend

If you are an Apple user, your Apple Id account.

If you are not prompted to download the app, use this link to receive an invite from Remind.

https://www.remind.com/send_the_app

Be sure to uncheck Text Notifications and Email Notifications

so that you do not receive messages in all three places.

**Step 5:** Download the app to your cell phone and practice sending texts through the app.

Start using Remind! Send a message to someone in your department. The beginning of your communication with them will look like this:

If you select someone who has not yet synched their phone number in remind, your message will arrive in their **email** instead of in a text message or a notification.

Essentially you are done!

Now, think for a moment about how you use your phone and what is easiest for your texting habits. Some of your work colleagues are also personal friends.

Keeping personal and professional texts separate...
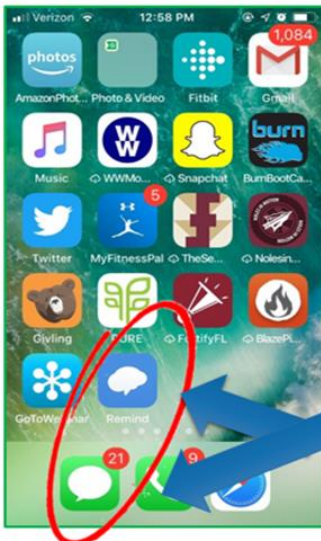
Here's an easy way to keep things straight

Place your Remind app on one side of your home page and you SMS or iBubble on the other.

When you are texting a **friend** who works for LCS—choose your texting app. When you are **texting for work**, choose the REMIND app.
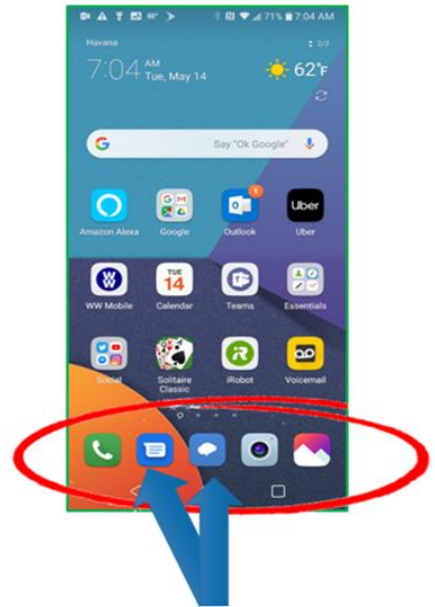
As you can see, it will be easier for you to toggle between Remind for work-related texts and your texting app for personal texts by **simply placing your Remind app next to your SMS or iPhone app.**

You are finished!

If you have any trouble getting your account to work, contact Remind support by selecting **Help Center** under your **Account** tab.

Next are two sections with directions for:

1) How to add a class for specific groups of people or outside of LCS contacts with whom you share LCS business texts, and

2) LCS employees who do NOT want to toggle between the Remind app and their texting app.

To Add a Class for specific groups of people either in our system (rostered) or outside of our system.

Examples could be: Team Leaders, Principals, Assistant Principals, Science Teachers, Techcons, PTO, or Vendors…when you create a class, it belongs only to you and is seen only by you and those you invite into the class.

1. **Select Create a class.** Give your class a name. Here our class is named 'Vendors.' It could be a group like 'Band Parents,' or 'Boosters,' etc. if you are at a school. **A code is automatically generated for your class.**

2. **Add your people**—you may show them how to join, share a link for them to follow, or add them directly.

Add their full name, phone number, and select 'student.'

Your 'class' member will receive a message asking them to join your class.

Once you have associated the Non-LCS contact with a class in Remind, you may start texting via Remind. **That's all there is to it!**

**LCS employees who do NOT want to toggle between the Remind app and their texting app.**

If you prefer using your Android or iPhone texting app solely then there is a way to do that in your contacts. Your message history can be captured using your own phone's texting app without ever having to open the Remind app.

This takes extra work setting up and choosing your contacts.
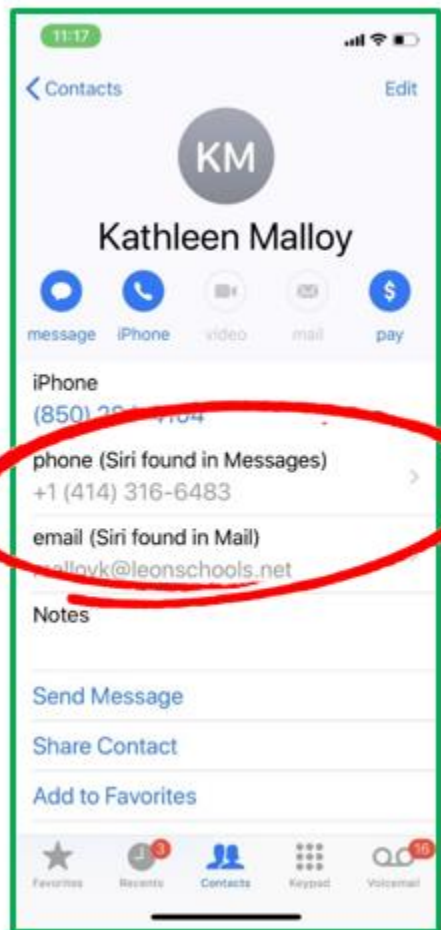
To bypass the Remind app you need to add the unique Remind number to your contact page for that person. For instance, to the left you see Lara Bunkowske's contact page for Kathleen Malloy. Lara and Kathleen are friends outside of work too so they need to keep business and personal separate.

To do that Lara had to add Kathleen's Remind number to her contact list. Now each time Lara wants to text Kathleen she has to choose whether it's business (the Remind number) or personal (Kathleen's cell number).
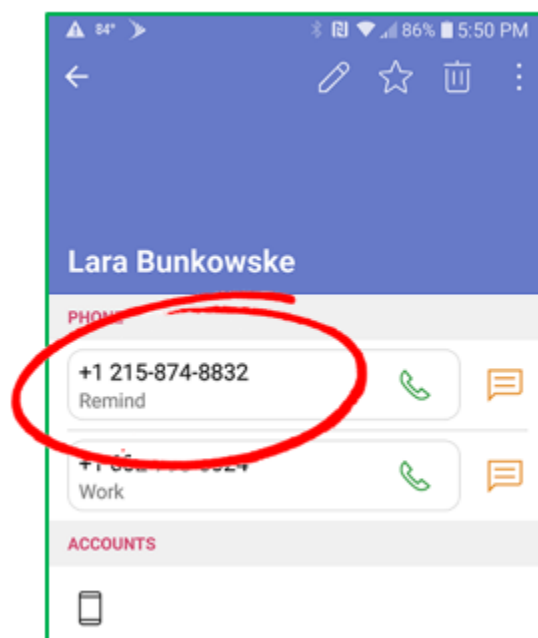
As an Android user Kathleen had to add Lara's Remind number to her contact and changed the Mobile/Work tag to a custom tag—Remind.

Each time Lara or Kathleen wanted to text one another they must choose which contact number to use.