

# GFSD Staff

## How To Log Into Your Remind.com Account

1. Web browse to the website: [www.remind.com](http://www.remind.com)
2. Up at the top click on **Log in**



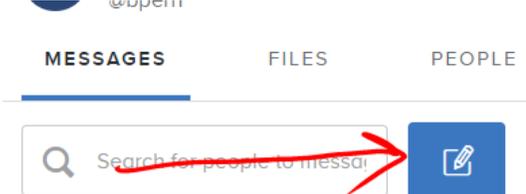
- a.
3. At the bottom of the logon box, click on **Log in with Google**

- a.
4. Enter your GFSD credentials there:
  - a. UserName: [username@gfalls.wednet.edu](mailto:username@gfalls.wednet.edu)
  - b. Password: **Your password**
5. You should now be logged into remind. If you are unable to log in, please email: [support@gfalls.wednet.edu](mailto:support@gfalls.wednet.edu) to let support know.

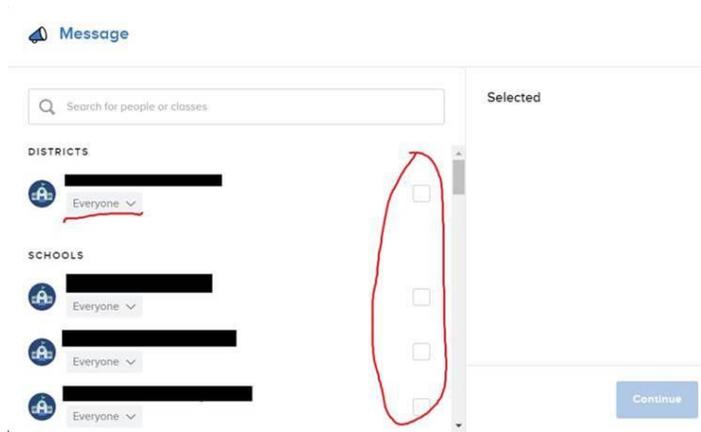
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## How To Send Messages To Your Students & Families

1. Using a web browser, log into your Remind.com account
2. Go to the blue new message icon and click on it:



- a.
3. You then can pick which classes you want to receive the message by checking the check box next to each class. Also, you can select which audience you want to reach. The default selection is "everyone" but you can select "parents" or "students" (*Junior and Senior High Schools are the only schools that have student email accounts*) instead.



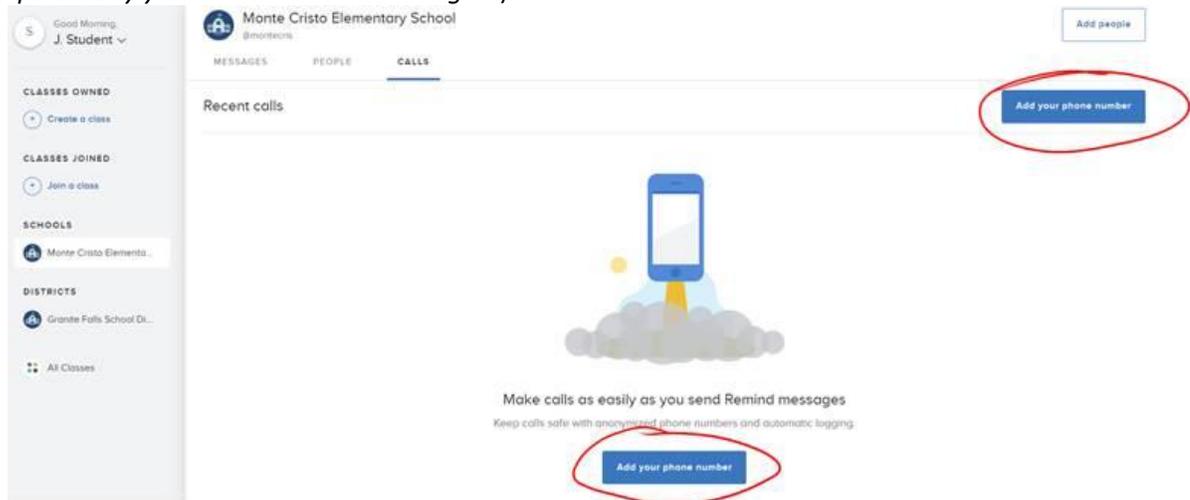
a.

- The next screen you would type out your message and optionally add any attachments. You can then send it off instantly or click the schedule button to schedule when you want the message to go out.

## How To Place Phone Calls

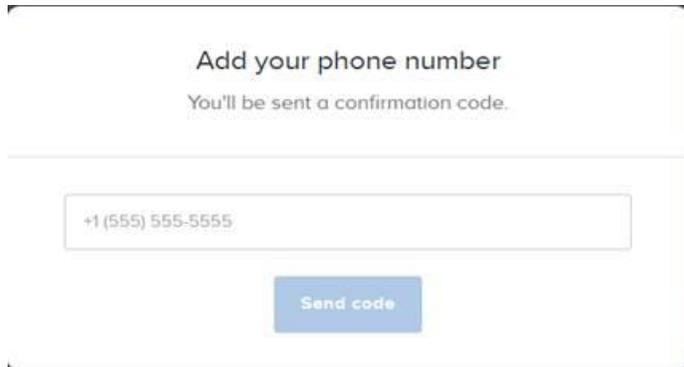
One great feature of Remind is the ability to place calls using your own personal cell phone to others within the Remind system. Your personal cell phone number is never revealed to recipients. Also, your call information (time, date, duration) is logged in Remind.

- Using a web browser, log into your Remind.com account
- Now you should see this screen. Click on the blue **Add your phone number** button. *(If you've already completed this step previously you do not need to do it again).*



a.

- Enter your cell phone number. A window should pop up asking for a confirmation code that will be texted to your phone:

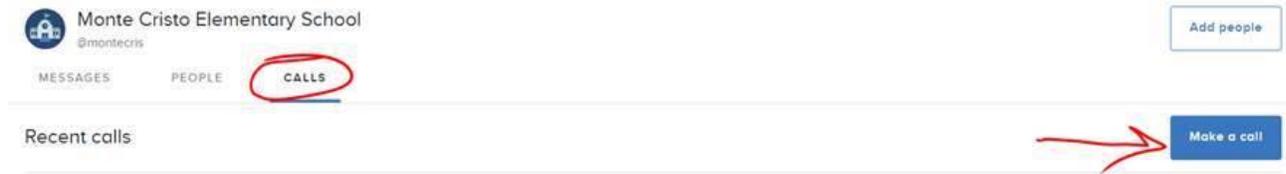


a.  
b.

4. Once your phone is confirmed you can start making calls.

Here's how to place a call, now that you've connected your cell phone to the system:

5. On the screen, click on **Calls** on the top menu bar. Now, click on the blue **Make a call** button:



6. Search for part of the name of the person you're going to try and call. Select that person from the list and then click on the blue phone icon next to their name. (If the phone icon isn't blue it is because they don't have a phone number listed, are under age 13 or have indicated they don't want to receive calls.)

### Make a voice call

You can contact recipients who are accepting calls on Remind



a.

7. Your cell phone should receive a phone call within 15 – 45 seconds from a far away area code. Answer that call. You will hear a robo-voice ask you to press 1 to be connected to your recipient. After you press 1 the system will dial your recipient. You should hear normal phone call ringing and then if they answer you will be connected.
8. At the conclusion of the phone call you will see the call information (duration, time, etc) listed on your Remind.com screen. You can enter optional notes for the call in the notes section.