

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

ALERTUS BASICS

Purpose

Alertus is a facility notification system. It is used to post announcements to SASD networked computers based on groups in Alertus.

For example, if a major system is down (ex. Email) – Alertus can be used to notify teachers and staff that this particular system is down.

Additionally, Alertus can be used to notify teachers and staff of a building emergency.

How does it work?

Alertus can send any message that is desired.

It works differently than email.

It works using a small program on each staff and teacher PC.

It displays the message on your screen – quickly notifying you.

Below is a sample message:



Sayre Area School District

ALERT!

This is a TEST of the Alertus Emergency Notification system. NO ACTION IS NEEDED. In a real emergency, this message will contain important alert information.

Message Sent: 11/23/2016 7:35:40 AM

Acknowledge

You will see the message in yellow and a Green Acknowledge box.

Just read the message.

Once finished – click on Acknowledge.

Message Sent: 11/23/2016 7:35:40 AM

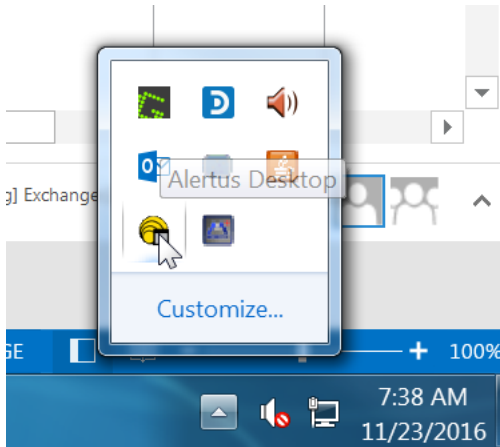
Acknowledge

Click to Hide & Acknowledge this Alert

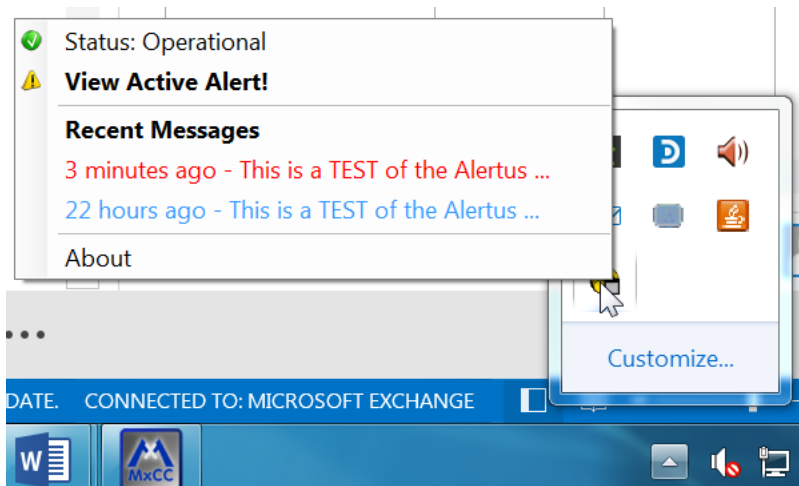
That's it!

What if I needed to read the Alert Again?

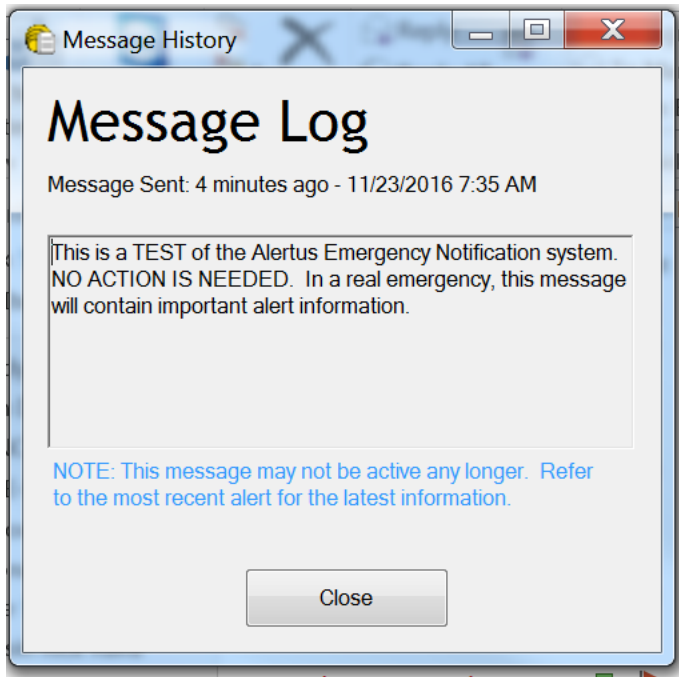
In your computer's system tray is the Alertus icon



Just right mouse click on the icon to review the alerts sent



Select the desired Message



That's it!

Updates – Plan Time for This

Please note that PDE can update the tests / software at any time they need to. The good news is that their software will automatically get the updates. On the new PCs, it takes between 1 and 3 minutes to update.

Please plan for these updates (see the section below on [Updates Automatically from PDE](#)).