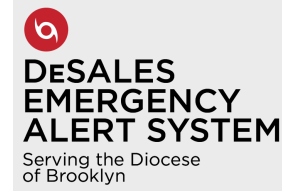




Faculty and Staff



Every Catholic school and academy in Brooklyn and Queens is now protected by the DeSales Emergency Alert System. For you to stay informed, you need to make sure you are in the right groups.

Groups You Should Join

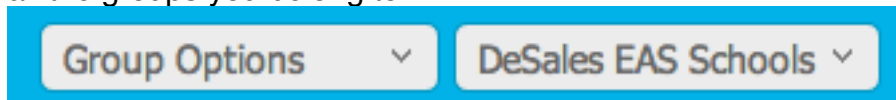
- **DeSales EAS Schools Group**
Diocese-wide information from the Office of the Superintendent
- **School-specific Parents Group**
Public group set up specifically for the parents and families of the students who attend your school
- **School-specific Faculty Group**
Private group set up specifically for faculty and staff at your school

Instructions

1. Open your Web browser on your computer and visit alertid.com/desales/schools.asp
(this link is posted at desalesmedia.org/alertsystem)
2. Registering this way joins you to the DeSales EAS Schools Group.
3. Verify your registration by first clicking on the My Groups icon (left, top).



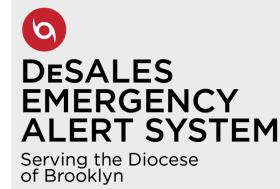
4. Then look at the drop down menus in the center. The one on the right lists all the groups you belong to.



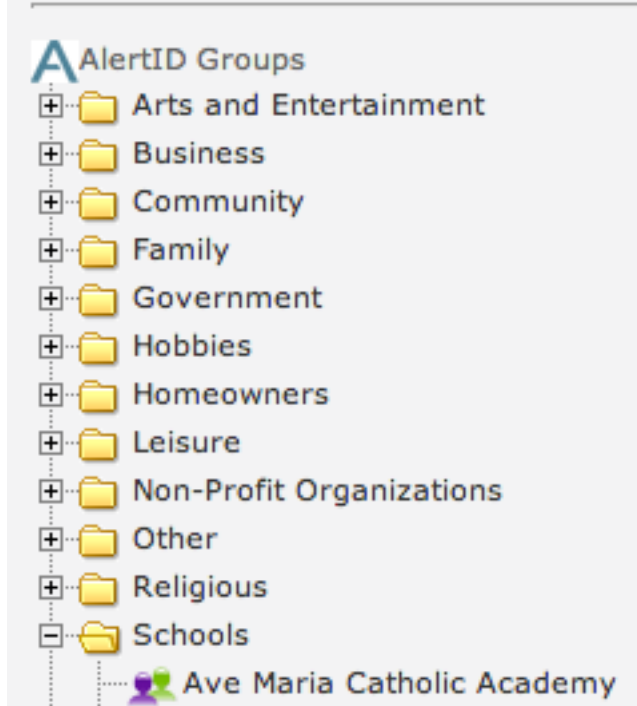
5. To join a public group (e.g., DeSales EAS Schools and your school's Parents group), click the left drop down menu and select Search Group.



Faculty and Staff



6. Scroll down to the Schools folder and open it.



7. Search for your school and click on its name. This takes you to the group's home page.



8. Click JOIN NOW to join.
9. Repeat the process for DeSales EAS Schools if you aren't a member.
10. Joining a Faculty group requires another step. Please ask your principal for assistance or email deas2@desalesmedia.org with the name of your school to receive the private link to the group's secure page.