



Office of Security and Environmental Management

April 19, 2017

Dear Parent or Guardian,

The safety of your child is of utmost importance to the District. Therefore, the District is enhancing the Collier County Public Schools (CCPS) Portal to communicate information quickly to students in the event of an emergency or unplanned event by utilizing students' phone numbers. This new feature provides additional capability beyond the current parent notifications. By providing your child's phone number, students along with parents will be able to receive updates and other relevant information if an emergency or unplanned event occurs at their school or in the District. Currently, this option will be available for all students in grades 6 through 12.

Adding a student phone number cannot be completed by a parent logged into the portal. This process can only be completed by using your child's login information. Also, students will need to have a different phone number from their parents. If your child does not have a different phone number, there is no need to enter a student phone number in the portal.

If you would like your child to receive this emergency information, please have your child complete the steps below or ask your child to login so that you may complete them.

1. Login to the CCPS portal at portal.collierschools.com by using the student number and password.
2. Click on the My CCPS icon in the upper right section of the screen.
3. Click Communication Preferences.
4. Click the notepad next to the mobile phone to enter the student's phone number. If your child has an email address you may also enter that information.
5. In order to ensure that phone numbers are accurate, you will be asked to verify this information. This will require entry of a one-time pin for phone / text messaging.

As a reminder, please verify that your contact information in the parent section of the portal is accurate. Parents can review and update parent contact information by entering it into the portal or by contacting your child's school.

Please note that text messaging rates from your mobile providers may apply.

If you or your child have any questions or need assistance completing this task, please contact your child's school. Please note all students in grades 6 through 12 will have the capability of providing a contact number, unless you notify the school that you do not want your child to do so. Thank you for your assistance with this important task.

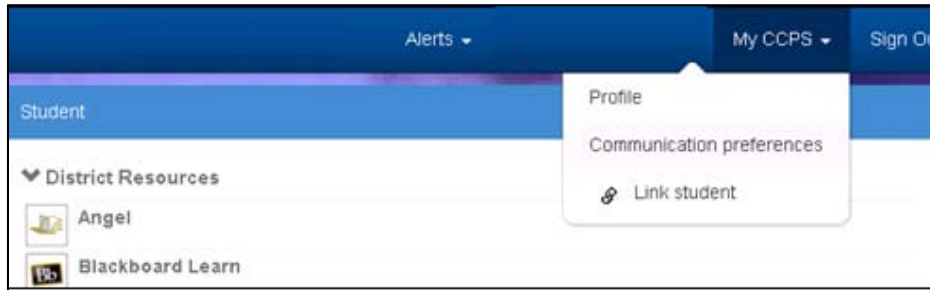
Sincerely,

Tim Kutz

Tim Kutz
Administrative Director, Security and Environmental Management

Directions for entering Student phone number in Portal

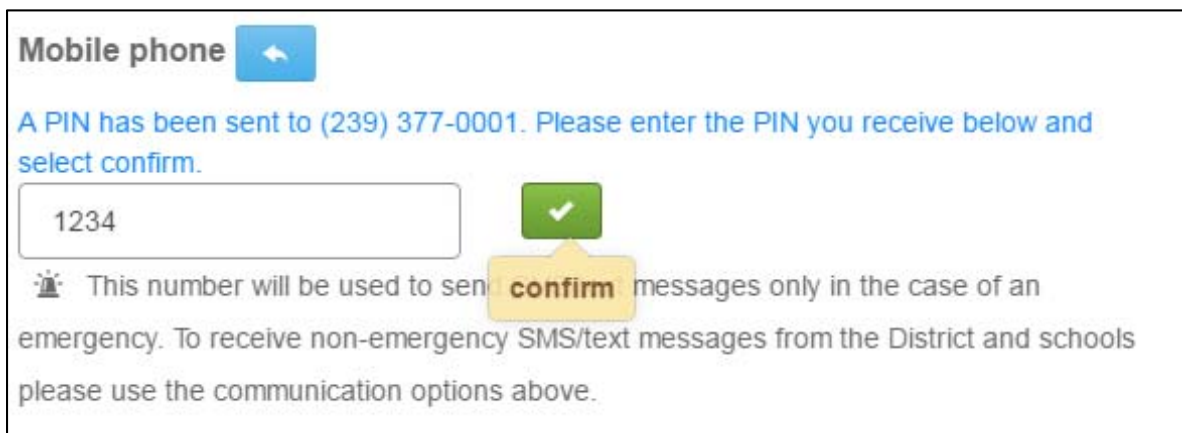
1. Login to the CCPS portal at portal.collierschools.com (Use your student number as your username and then enter your password).
2. Click on the My CCPS icon in the upper right section of the screen.
3. Click communication preferences.



4. Click the notepad next to mobile phone to enter this information.

A screenshot of a form field for entering a mobile phone number. The label 'Mobile phone' is followed by a notepad icon. Below the input field, there is a note: 'Mobile phone requires update'.A screenshot of the mobile phone input field. The label 'Mobile phone' is followed by a green checkmark icon and a blue plus icon. Below the input field, there is a 'validate' button. The input field contains the text '(123) 456-7890'.

5. In order to ensure that phone numbers are accurate, you will be asked to verify your information. This will require entry of a one-time pin for phone / text.

A screenshot of the mobile phone verification screen. The label 'Mobile phone' is followed by a blue back arrow icon. Below this, there is a message: 'A PIN has been sent to (239) 377-0001. Please enter the PIN you receive below and select confirm.' Below the message, there is an input field containing the text '1234'. To the right of the input field, there is a green checkmark icon and a 'confirm' button. Below the input field, there is a warning icon and text: 'This number will be used to send emergency messages only in the case of an emergency. To receive non-emergency SMS/text messages from the District and schools please use the communication options above.'