

REMIND INSTRUCTIONS

Parents and Students:

Below you will find the instructions for creating a Remind account. If you already have the Remind App or a Remind Account you will need to link your Remind with the school to receive important messages from teachers and administration. This is more effective and efficient way of work and the District is encouraging all parents and students to take advantage of this program. It is HIGHLY recommended to download the Remind app – **it is free.**

PARENTS

If you have the Remind app on your phone:

- Open the app and click the three lines in the top left corner
- Scroll down to join a class
- Enter the code provided by the teacher
- To join Swift Creek Middle School for general announcements enter the code **7896d**

PARENTS AND STUDENTS

If you don't have the app you can still get messages via text:

- text **@7896d to 81010** (This is for Swift Creek General Notifications)
- This same procedure will work for any code provided by a teacher

STUDENTS

Adding SCMS to your Remind if you have the Remind App on your phone: (After you have changed your school password in the media center)

- Log on to ClassLink
- Click the Remind icon
- Follow the onscreen instructions
- You will be prompted to check your school email
 - Click on the Orange 'Office365' icon
 - Click on the Outlook Tile
 - Open the email from Remind
 - Click confirm email
- You will be prompted to change your password
- **DO NOT CHANGE YOUR PASSWORD** – Type in the one you created for your school login – Type it again and click ACCEPT.
- Enter your cell phone number
- Check your phone for the 4 digit code and type it in the box
- Click submit
- Remind will open and your classes should appear on the left side of the screen.
- Open the Remind App on your phone and you will see all of your classes there as well.