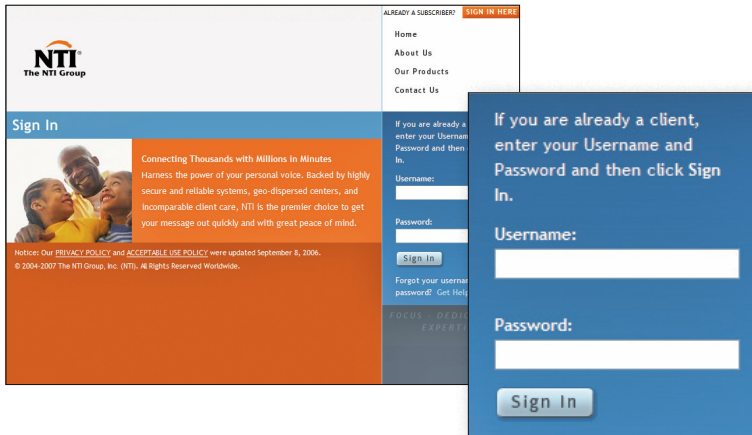


How to Send a Message

First, Sign in to the Connect-ED Service



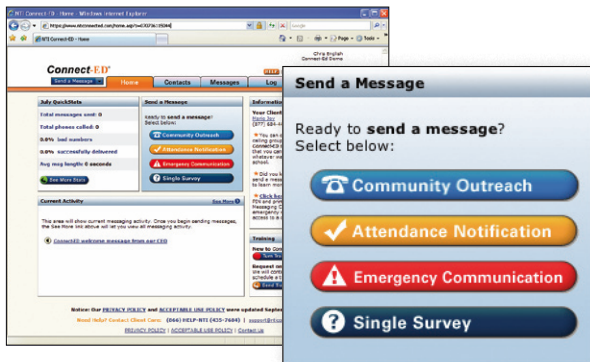
1. Go to www.ntigroup.com and click **SIGN IN HERE** located in the top right corner of the screen.

2. Enter your *Username* and *Password* and then click Sign In.

Did you forget your Username and/or Password? Click [Get Help Here](#). Enter your e-mail address or Username. We will send your Username and Password to you by e-mail.

STEP 1 Select or Create Message

From the Home screen, click on the button for the type of message you want to send: **Community Outreach**, **Attendance Notification**, **Emergency Communication**, or **Single Survey**.

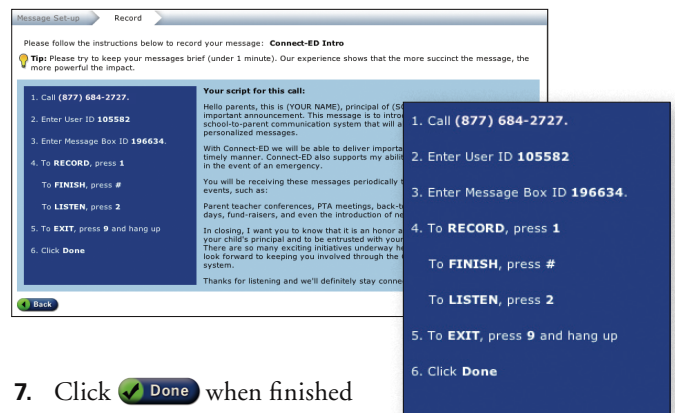


To record a new message:

1. Click **Create New Message**.
2. Select **In My Voice**.
3. Type in a *Title* for your message.
4. From the drop-down menu, select the *Language* you are using to record this message.
5. Click **Next** to continue.
6. Follow the on-screen instructions and voice prompts to record your message using a telephone.

To select a previously recorded message:

1. Select a message from the screen.
2. Click **Next** to continue.
3. Proceed with **STEP 2: Select Contacts**.



7. Click **Done** when finished recording your message.
8. The title of your message will appear in the message list. Click **Next** to continue.
9. Proceed with **STEP 2: Select Contacts**.

STEP 2 Select Contacts

The screenshot shows the 'Selected Contacts' interface. At the top, there are instructions: 'All contacts on this page will receive this message. To remove recipients, deselect the check box next to any contact or group currently selected. You may also use the *Deselect All* button to quickly remove all selected contacts. To add more contacts to the selected list, return to the *Contacts List* view.' Below this is a 'Call List Importer' section with a button and instructions. A legend identifies symbols for Group, Grade, Language, Student, Admin, Faculty, Staff, and Other. A 'Filters' section allows narrowing the list by Type, Gender, Language, Grade, and Group. A 'Selected' summary box shows: Contacts: 480, Groups: 0, Grades: 0, Languages: 0. Below is a table of contacts with checkboxes for selection.

| Type | Name | Select | Type | Name | Select | Type | Name | Select |
|---------|-------------------|-------------------------------------|---------|--------------|-------------------------------------|---------|-----------------|-------------------------------------|
| Student | Abbott, Alvin | <input type="checkbox"/> | Student | Archer | <input checked="" type="checkbox"/> | Student | Bell, Karyl | <input checked="" type="checkbox"/> |
| Student | Abbott, Alycia | <input type="checkbox"/> | Student | Arellano | <input checked="" type="checkbox"/> | Student | Bennett, Jason | <input checked="" type="checkbox"/> |
| Student | Abbott, Arthur | <input type="checkbox"/> | Student | Austin | <input type="checkbox"/> | Student | Berges, Nicole | <input checked="" type="checkbox"/> |
| Student | Abbott, Austin | <input type="checkbox"/> | Student | Autry, Juan | <input type="checkbox"/> | Student | Bernal, James | <input checked="" type="checkbox"/> |
| Admin | Admin, Training | <input checked="" type="checkbox"/> | Student | Aziz, Donald | <input type="checkbox"/> | Student | Bernstein, Ryan | <input type="checkbox"/> |
| Student | Altamirano, Chris | <input type="checkbox"/> | Student | Aziz, Nicole | <input type="checkbox"/> | Student | Bertagni, Adam | <input type="checkbox"/> |

1. **Filter List**—Use the Filter drop-down menus to view only those contacts that meet your criteria:

- ▶ Type (Student, Admin, Faculty, Staff, Other)
- ▶ Gender
- ▶ Language
- ▶ Grade

2. **Select Contacts**—Select from the list of contacts you are viewing by checking the box to the right of each name, or by clicking **Select All** to select all of them.

3. **Verify Contacts**—Verify that the number of contacts selected is correct and click **Next**.

Proceed with **STEP 3: Schedule Delivery**.

STEP 3 Schedule Delivery



The screenshot shows two overlapping windows. The top window is 'Schedule Delivery' with options for time zone (Pacific), 'Send my message now', and 'Send my message on this day' (Jul 11, 2007 at 4:30 PM). The bottom window is 'Confirm Your Message' showing a review of the message: 'Community Outreach', 2,627 contacts selected, 2,142 phone deliveries, 760 e-mail deliveries, and 434 SMS deliveries. It also shows the delivery date and time (7/11/2007 at 4:30 PM PT) and delivery type options (Send message via telephone, e-mail, and SMS).

1. **Schedule**—Select your *time zone* from the drop-down menu. Select either *Send my message now* or use the drop-down menus to schedule delivery by selecting *Send my message on this day* and *At this time*. Click **Next** to continue.

2. **Verify**—Make certain that all of your message information is correct, or click on the appropriate **EDIT** button to make a change.

3. **Confirm**—Under *Delivery Type*, indicate whether the message should be sent via telephone, e-mail, SMS, or any combination of these. When ready, click **Confirm**. On the Log screen, your message status should indicate *Scheduled* or *Sending*. Your message will be sent at the scheduled delivery time.



Questions?

Answers to most common questions can be found by clicking on the **HELP** button. If you still have questions, or if we can be of service in any way, please call NTI's 24-hour Client Care line at (866) 435-7684 or e-mail us at support@nticonnected.com.

Send a Single Survey Message

Select or Create a Single Survey Message
 Select the message you would like to send from the list below, or click [Create New Message](#).

[Create New Message](#)

Search:

Viewing 1-3 of 3 messages Go to page: Page: 1 of 1

| Type | Message Title | Language | Last Update | Duration | Preview |
|----------------------------------|-----------------|----------|-------------|----------|----------------------|
| <input type="radio"/> | Back-to-School | English | 7/22/2005 | 40 secs | EDIT |
| <input checked="" type="radio"/> | Bake Sale | English | 7/22/2005 | 38 secs | EDIT |
| <input type="radio"/> | Faculty Meeting | English | 7/21/2005 | 24 secs | EDIT |

Go to page: Page: 1 of 1

Title and Language **Script Your Messages** Design Your Report Record Your Messages

Message Title: Single Survey Language: English

[Back](#) [Next](#)

Survey Question - Enter the message you would like to deliver to a live person. Remember to include the question and instructions on which key to push (1-5) for each response.

Sample Live Delivery Script:

Hello parents, this is Glenn Covas, principal of Eagle High, calling with an important announcement. This message is to introduce the Connect-ED service, our new school-to-parent communication service that will allow me to send periodic and personalized messages. With the Connect-ED service, we will be able to deliver important school information in a timely manner. The Connect-ED service also supports my ability to reach you immediately in the event of an emergency.

To ensure the Connect-ED service is as effective as possible, please help us make sure we are communicating with the correct homes.

If you are a parent, student or employee at Eagle Unified High School, please PRESS ONE.

If you are not a parent, student or employee at Eagle Unified High School and have received this message in error, please PRESS TWO.

Thank you.

[CLEAR](#)

Design Your Report

After sending a survey, the results will be returned to you in a report like the one below.

Sample Response Report:

Question: Are you a parent, student or employee at Eagle Unified High School?

Total Responses = 6 of 6 responses

- YES
- NO

Customize Your Report - Briefly describe your question and responses so that you can recognize them on your report (above sample will update as you type). Your script has been displayed on the left as a reminder.

Your Script:

Hello parents, this is Glenn Covas, principal of Eagle High, calling with an important announcement. This message is to introduce the Connect-ED service, our new school-to-parent communication service that will allow me to send periodic and personalized messages. With the Connect-ED service, we will be able to deliver important school information in a timely manner. The Connect-ED service also supports my ability to reach you immediately in the event of an emergency. If you have received this message in error and parent, student or employee at Eagle Unified High School, please call our office at 555-555-1234, your number removed from our records.

In closing, I want you to know that it is an honor and privilege to serve as your child's principal and entrusted with your child's safety and education are so many exciting initiatives underway here at Eagle High, and I look forward to keeping you involved through the Connect-ED communication system.

To ensure the Connect-ED service is as effective as possible, please help us make sure we are communicating with the correct homes.

If you are a parent, student or employee at Eagle Unified High School, please PRESS ONE.

If you are not a parent, student or employee at Eagle Unified High School and have received this message in error, please PRESS TWO.

Thank you.

Question (Max 100 characters; Current count = 56)
 Enter the question as it will appear in your report.
 Are you a parent, student or employee at Eagle Unified High School?

Responses: (Up to 5)
 Enter the response choices as they will appear in your report.

Button Pressed Label on Report (see above)

| | |
|---|-------|
| 1 | - YES |
| 2 | - NO |
| 3 | - |
| 4 | - |
| 5 | - |

[Back](#) [Cancel](#) [Next](#)

Send a Message Using Only a Telephone

Connect-ED®
 Rapid access to your entire community
 using just a telephone

Connect-ED® DIAL-IN MESSAGING CARD
 SUPERINTENDENT JONES

- Step 1 Call (866) NTI-4-911 (684-4911)
 - Step 2 Enter your UserID Number:
 - Step 3 Enter your 5-digit PIN and press #
 - Step 4 Follow the prompts
- Need Help? Call (866) HELP-NTI (435-7684)
- Copyright © 2007 NTI Group, Inc.

A **Single Survey** message allows you to ask **Live Delivery** call recipients a question. Recipients can respond using the numbered keys on their phone. You can provide them with up to five options, from which they may choose one.

1. Sign in to your account.
2. Click [Single Survey](#) and follow the easy steps below:
3. Click [Create New Message](#). (If you wish to use an existing message, click the radio button next to the desired message and follow the instructions detailed in **STEP 2** and **STEP 3** shown earlier in this guide).
4. Enter a **Title** and select the **Language** in which your messages will be recorded.
5. You will need to script and record two messages: one for **Live Delivery** recipients and one for voicemail and answering machines.
6. Design your report.
 - ▶ Type a concise form of your **Survey Question**.
 - ▶ Label each numbered response according to your script.
 - ▶ Click [Next](#) to continue to **STEP 2** and **STEP 3**.

Using Your Dial-In Messaging Card

When you don't have access to the Internet, you can still record and send a message using only a telephone and your **Dial-In Messaging Card**. Please keep your card with you at all times.

Simply follow the instructions printed on your **Dial-In Messaging Card**, then follow the voice prompts. Messages will be sent immediately.

IMPORTANT: Before using your **Dial-In Messaging Card**, you must (1) log in to **Connect-ED** online (2) create a **Dial-In PIN** on the Account Information screen.