

Using Southland's Parent Messaging Service for Connect Charter Bus Routes
August 1, 2014

**This service is limited to select schools at this time. Messages for most schools other than Connect are not operational.*

1) Apply for Messages

- Use this link: <http://www.southland.ca/parentlogin.aspx>
- Enter an address in the "Email" and the "Email Confirmation" fields. Messages will be sent to this address.
- Enter "Southland" in the Carrier field.
- Click "Confirm"
- You will see "New User!!"
- Click "Apply"
- "Update School Routes/Mobile Phone Number" screen opens.
- Use the drop down School list to select Connect Charter School
- Use the drop down Route list to select a route and then click "Add Route"
- Repeat route selection for each AM and PM route used.
- *Some Windows 7 users may be unable to load Connect routes. To fix this, click the "Tools" dropdown and make sure "Compatibility View" is checked.*
- Click "SMS Service" to add a cell phone number. A phone number is not required.
- Enter the cell phone number. Texts will be sent to this number.
- Click "Click here to exit" at the top of the screen.
- Each cell number requires a unique email address.
- To enter a second cell number, apply again with a different email address.
- Confirmation of each route added will be sent to the email you used to apply.

2) Making Changes

- Use the link: <http://www.southland.ca/parentlogin.aspx>
- Enter and confirm your email address.
- Enter "Southland" in the Carrier field.
- Click "Confirm." You should see "Existing User."
- Confirm again and then click "Next."
- Update School Routes/Mobile Phone Number screen opens.
- To stop messages for any route, select the route in the "Selected Routes" box and click "Del Route."
- To add another route use the drop downs to select Connect Charter School and your choice of routes.
- Click "Add Route."
- To change your cell number, click "SMS Service" and enter new phone number.
- Click "Click here to exit" at the top of the screen.
- Confirmation of each route added or deleted will be sent to the email you used to apply.

3) Cancel Messages

- Follow directions for making changes and delete all routes from the "Selected Routes" box.
- To delete your cell number, click "SMS Service" and delete phone number.