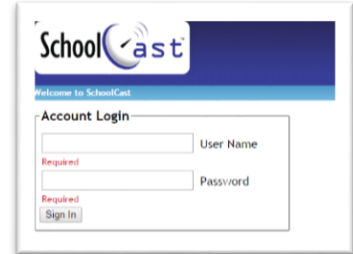# Southern Crescent Technical College

SchoolCast Dashboard Guide - Students

Overview: Southern Crescent Technical College uses SchoolCast by High Ground Solutions to send students emergency and non-emergency alerts. An example of a non-emergency alert would be a school closing notification while an example of an emergency alert would be a tornado warning. When you become a registered student, your account is created for you. Within a week of the beginning of a semester, you should receive an email in your student email account with your login information. Once you receive that information, please take a moment to login and review/update your contact information. Once you graduate or leave the College, your account will be disabled.

1. Logging into the SchoolCast Dashboard.
   Using your browser, go to https://www.myschoolcast.com and enter the username and password you received in your SchoolCast email.

2. Locating your dashboard

At the top left hand of the screen there is a button called "Dashboard". Click on that button.

The dashboard will list your contact and groups information, recent alerts you may have received and user information the organization currently has for you.

3. **Some of my information is missing. How do I add it?**
   Your account was created using information from Banner. The most important number that you can add or update is your cell phone. You may also add other contact numbers and email addresses.

Adding new contact information is easy to do from your dashboard.

Select the type of contact you are adding: Home, Work, Cell, or Email.

Type the phone number or email address in the blank directly to the right.

Type in the description of the contact such as "Mom".

Choose the type of alerts you would like the contact to receive. Then click "Add".

4. How do I edit an existing contact?

Need to edit an existing contact?
Click the pencil icon under the "Edit" Column.

Correct the incorrect information then click the computer disk icon.

If you wish to exit the edit field without changing information, click here.

5. How do I make sure that my cell phone is contacted first?

Need to change the order of contacts? Simply click and hold on the icon, then drag the contact method to the top (or preferred order). The screen will automatically update and save the new order.

6. I have some contact methods that should only receive a message during an emergency. How do I make sure a number/email is only contacted in the event of an emergency?

You can designate contact methods to only receive alerts during an emergency event by clicking the "Emergency Only" box to the right of the comment section.

You can edit existing contact methods, by clicking the pencil icon.

7. I have some contact methods that I would like to restrict the type of messages they can receive (SMS Text or Voice). How do I control this?

You can designate alert types for each contact method.

Select "Yes" or "No" from the drop down menu to indicate your Text Message preferences for each cell phone number.

Select "Yes" or "No" from the drop down menu to indicate your Voice Alert preferences for each phone number.

8. I accidently deleted a message/email alert. How do I go back and listen/read it now?

Click on the tab labeled "Recent Alerts".

All past alerts will be listed here. You can click on the icon under the Message Column to listen to or read the alert contents.