

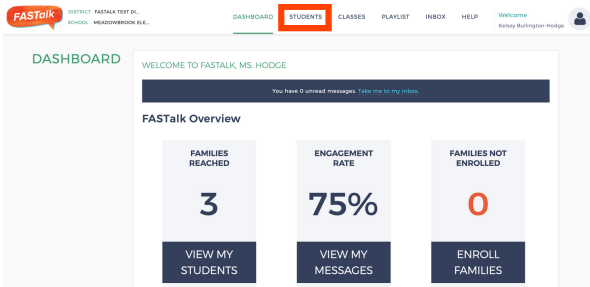
HOW-TO ADD AN ADDITIONAL CAREGIVER FOR A STUDENT ON WWW.FASTalk.ORG



STEP 1

Enter your school email and FASTalk password on www.fastalk.org.

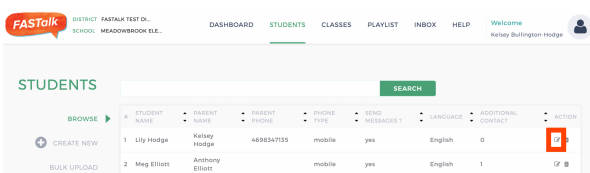
Then, click LOG IN to access your FASTalk teacher account.



STEP 2

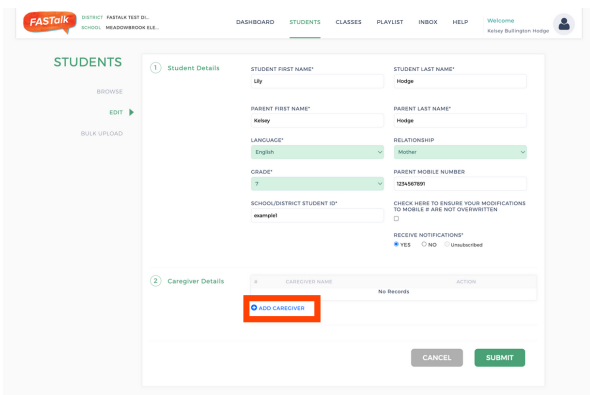
On your Dashboard, click STUDENTS to open your roster.

If your district shared roster information with the FASTalk team, your students and their details are pre-loaded with information from your school's student information system.



STEP 3

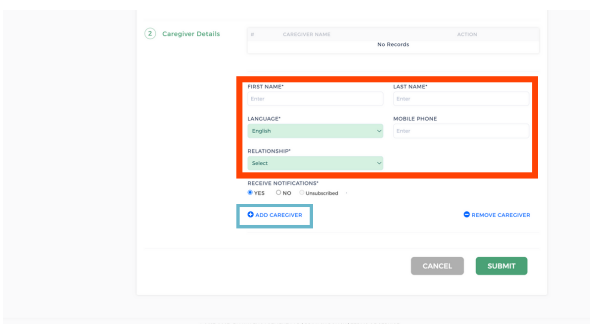
Click on the EDIT icon across from the name of the student to whom you want to add a caregiver.



STEP 4

Look under the Student Details for the Caregiver Details section. Click +ADD CAREGIVER.

You can add additional caregivers at any time. There is no limit to the number of additional caregivers a student may have.



STEP 5

Scroll down to enter the caregiver's details: name, preferred language for FASTalk texts, mobile number, and relationship to student.

If you'd like to add more than one new caregiver, click +ADD CAREGIVER and enter the details.



STEP 6

Scroll down and click SUBMIT to save your changes to student and caregiver information.

Have questions or need assistance?
Email us at support@fastalk.org or submit a [Support Request](#).