

FAMILY ENGAGEMENT LAB

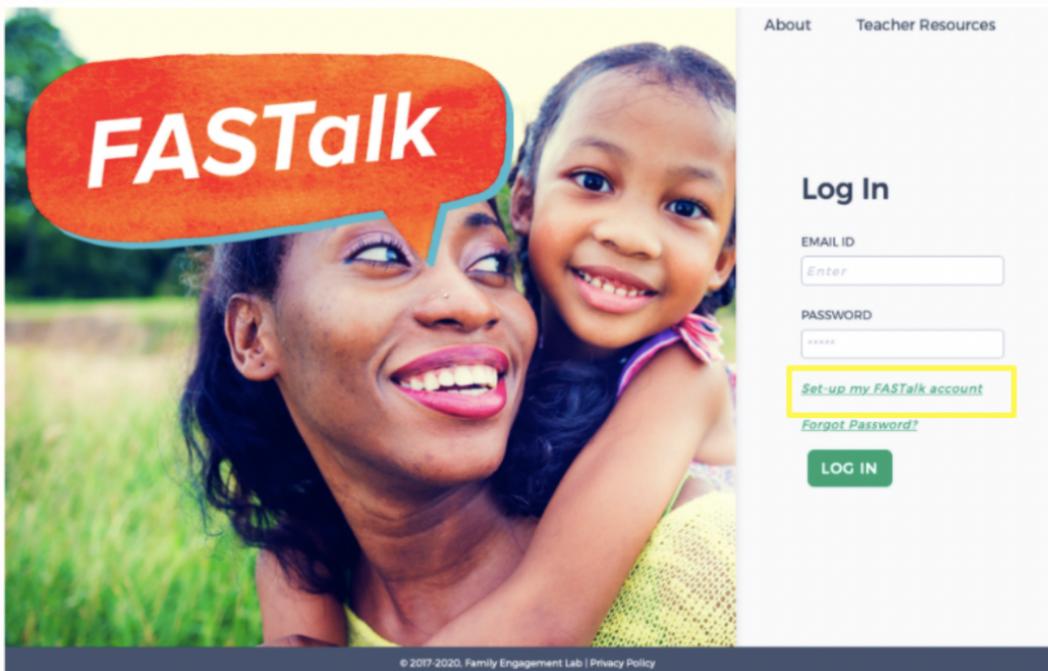
How-To: Claim Your FASTalk Classroom

FASTalk

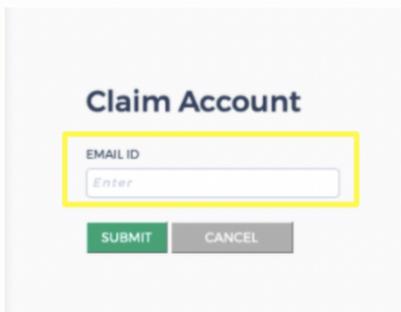
To activate 2-way communication with your students' families, please claim your FASTalk classroom and set-up your FASTalk Teacher account by following the steps below.

Step 1:

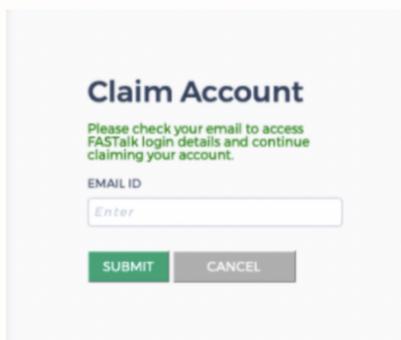
Go to www.FASTalk.org account and click on SET UP MY FASTalk ACCOUNT.



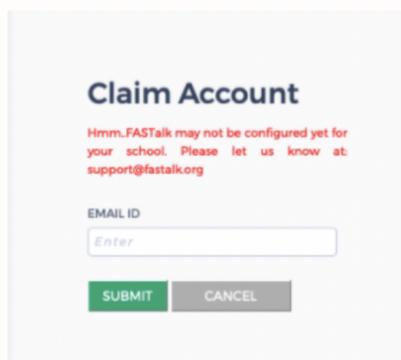
Step 2:



Enter in your school email address in the email field and click SUBMIT.



If FASTalk is successfully configured for your school, check your email inbox to access the FASTalk log-in details.

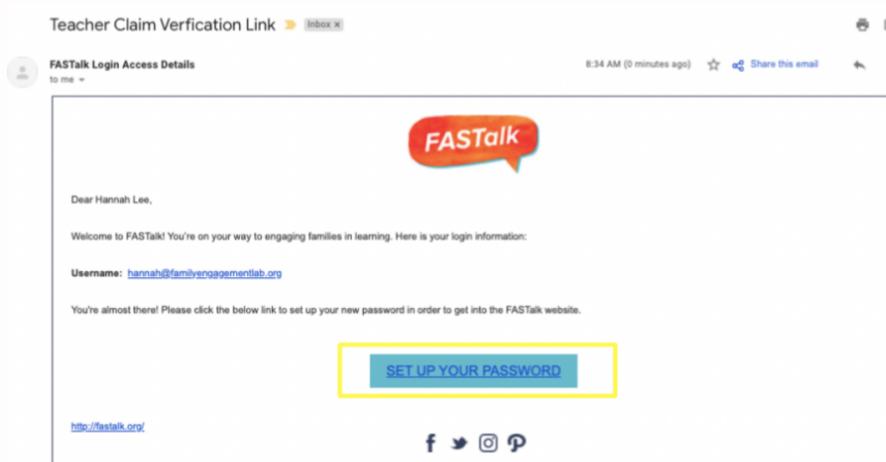


Note: If you get an error message that FASTalk is not yet configured for your school, it is likely that your email address was not included in the roster data transfer.

Please contact support@fastalk.org to confirm whether you need a FASTalk Teacher account.

Step 3:

Check your email inbox for the Teacher Claim Verification Link. Open the email and click on the blue link to SET UP YOUR PASSWORD.



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Step 4:

Choose a new password that meets the following criteria:

- Minimum of 8 characters
- At least one letter
- At least one number
- At least one special symbol
- At least one UPPER CASE letter

Re-enter the password to confirm.

Configure Account

EMAIL ID*
hannah@fastalk.org

NEW PASSWORD*
Enter

CONFIRM NEW PASSWORD*

NAME YOU GO BY*
ex. Mr./Mrs B

By continuing, you agree to our Terms of Use and Privacy Policy
[Terms of Use](#) / [Privacy Policy](#)

SUBMIT

CANCEL

Step 5:

FASTalk text messages are labeled with a customized “From” tag to precede all tips sent through text.

We recommend that you enter the name that you go by so that parents/caregivers know who the messages are from. Enter what you would like the FASTalk text messages to be tagged by in the field labeled, "NAME YOU GO BY".

For example, enter “Ms. Hannah” into the field if you want the FASTalk texts to say, “From: Ms. Hannah”.

Click the green **SUBMIT** button to proceed with the next pages

Configure Account

EMAIL ID*
hannah@fastalk.org

NEW PASSWORD*

CONFIRM NEW PASSWORD*

NAME YOU GO BY*
Ms. Hannah

By continuing, you agree to our Terms of Use and Privacy Policy
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SUBMIT

CANCEL

Step 6:

Complete the Introductory Survey questions. The first section of the survey provides us with information to finalize setting up your FASTalk teacher account. The second section of the survey collects data that we will analyze in aggregate. Your responses will be anonymous.

FASTalk Teacher Intake + Pre-Survey (2020-21)

FASTalk Teacher Sign-up
Thank you for agreeing to use FASTalk this year to text families tips and activities that help turn everyday moments into learning opportunities!

Please fill out the information below to set-up your FASTalk teacher account.

* 1. In the upper left-hand corner of this survey, do you see your DISTRICT and SCHOOL name next to the orange FASTalk logo?

Yes, I see my DISTRICT and SCHOOL.

No, I only see the FASTalk logo.

Introductory Survey

I FINISHED THE SURVEY

After you complete the survey, click the green **I FINISHED THE SURVEY** button to proceed with the next pages to finish the claim process.

Step 7:

Preview the upcoming pre-scheduled messages. If you have any initial pacing adjustment requests, contact support@fastalk.org. After you preview, click the **GET STARTED** button.

DISTRICT: Alphabet Demo District
SCHOOL:

#	Day	Date	Class	Playlist	Message Name	Message Text
1	Wed	2020-09-23	Low			
2	Mon	2020-09-14	Low	SPSE_PK3_Frogquest	Discuss COOPERATIVE	This week, talk about the word COOPERATIVE (working well with others). Together, think of reasons why being cooperative is important.
3	Tue	2020-09-15	Low	Burbank CDC Playlist	Monthly parent meeting reminder	Hi! Important! Please join us for our monthly parent meeting. Share your ideas how we can work together to best support our children. There will be translation and raffle prizes!
4	Tue	2020-09-15	Low	Burbank CDC Playlist	Parent meeting link	Here is the link: https://bit.ly/3G5o0ar
5	Wed	2020-09-16	Low	SPSE_PK3_Frogquest	Notice cooperative behavior	Notice and acknowledge ways that your child is COOPERATIVE - do they take turns or work together well with a friend or family member?
6	Thu	2020-09-17	Low	Burbank CDC Playlist	From Theresa W??	If you have any questions or concerns, please attend our weekly meetings with Shirocoul Theresa on

Preview Scheduled Messages

Want To Make Changes?
Let Us Know At: Support@Fastalk.Org

GET STARTED

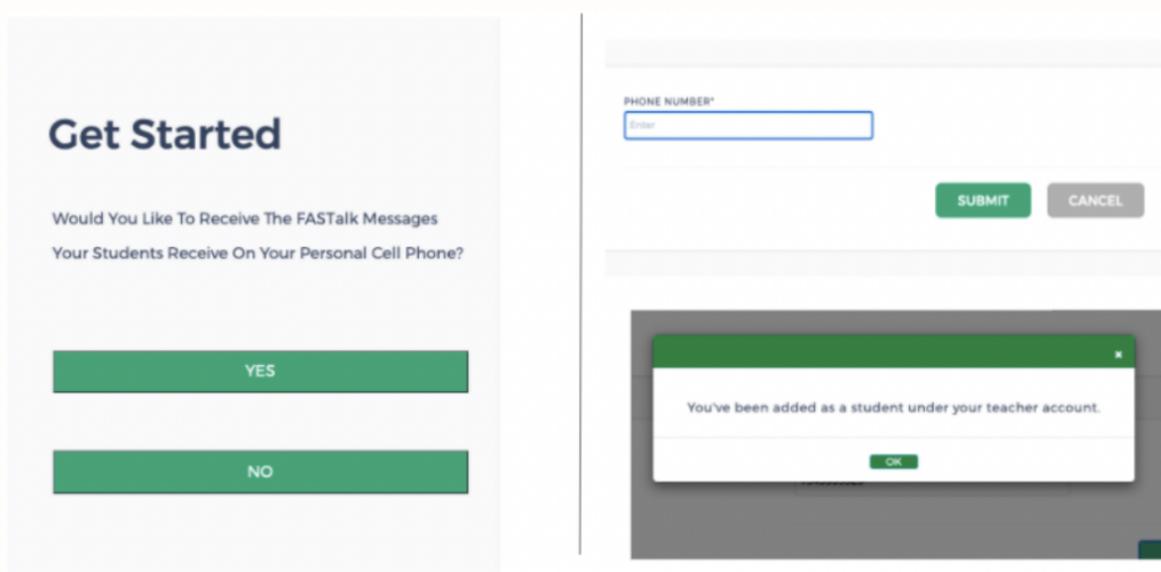
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Step 8:

To sign-up to receive the FASTalk texts on your own personal cell phone number click **YES**. Enter in your cell number on the next page and click **SUBMIT**. You'll receive a confirmation that your phone number has been added as a student under your teacher account to receive the same text messages sent to your students' families.

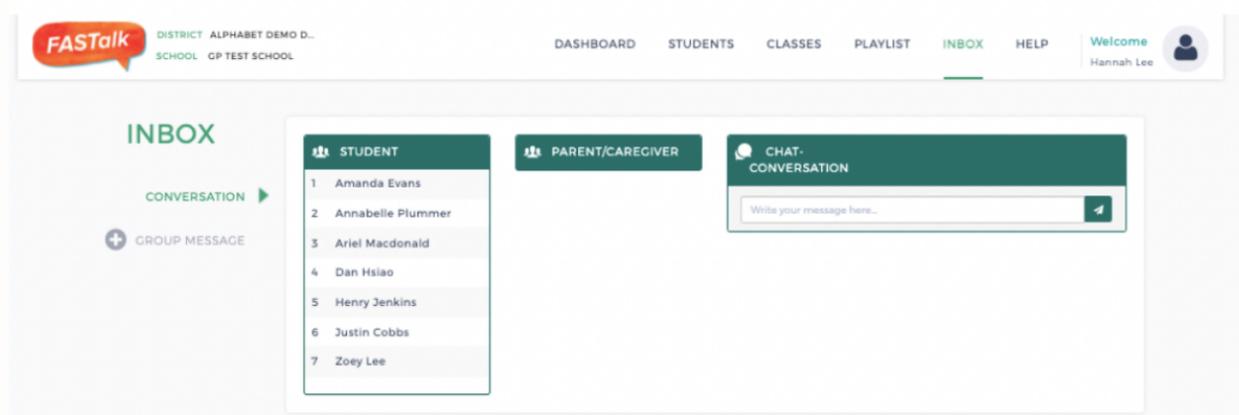
Note: Remember, FASTalk does not use your cell phone number to send out messages to your families. This is only to sign up for the texts in order to stay up-to-date with the messages your families are receiving.

Click **NO** if you do not want to receive the text messages on your personal cell phone number.



Step 9:

If you have successfully set-up your FASTalk teacher account, you will be immediately logged into your FASTalk account and taken to the chat box to send 2-way, personalized messages to your students' families.



Questions?

If you need any support or assistance claiming your FASTalk classroom, please contact support@fastalk.org.