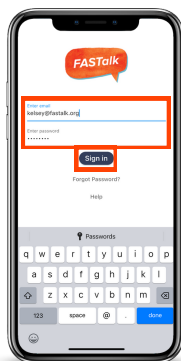
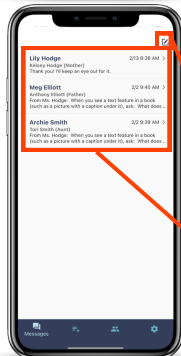


HOW-TO SEND A MESSAGE TO A STUDENT'S CAREGIVERS WITH THE **FASTalk** MOBILE APP FOR TEACHERS




STEP 1

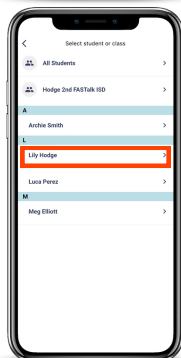
Open the FASTalk mobile app on your device.
Enter your school email and FASTalk password.
Tap the Sign In button to access your FASTalk account.



STEP 2

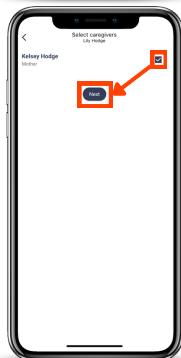
After logging in, the message threads of families you've already communicated with will display.

- To send a message to a family you haven't communicated with yet, tap the write message icon  in the upper right-hand corner.
- To send a message to a family you've already communicated with, tap on that family's message thread and skip to STEP 5.



STEP 3

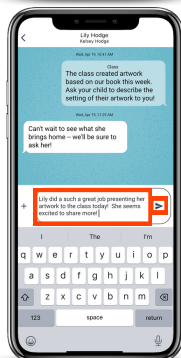
After tapping the write message icon, your student roster will display with students alphabetized by first name.
Select the name of the student whose caregivers you'd like to message.
All of the caregivers who are able to receive messages for the student you selected will appear.



STEP 4


Tap the box to the right of the name of the caregiver you'd like to message. Then, click Next.

If a student's caregiver(s) is "not receiving messages," this could be because the caregiver's phone number is a landline and cannot receive FASTalk SMS text messages or the caregiver has unsubscribed by texting "STOP" to your FASTalk phone number.



STEP 5

Tap into the Message field to write your note. Then, tap on the paper airplane to send your message!

Families receive FASTalk messages in their home language. Tap the translation icon  across from the messages you send and receive to view the translation.