

Alma Emergency Notification Settings

In emergency situations the school will communicate with parents/guardians using Alma. Depending upon how the parent/guardian sets up their communication preferences, an automated recorded message via phone call or a text message will be sent in addition to an email message. To set your emergency settings, login to Alma, review your contact information and add a mobile number if necessary and select your preference for phone call or text message.

1. Go to Alma website (visit <https://nlci1061.getalma.com/>).
2. Login using your username and password (first name and last name, i.e. "jane.doe" and include the "." in between your first and last name).
3. After logging in, you will see a navigation channel on the left (see image 1).
4. Click on account.
5. Click on the "Profile" box (see image 2). Review and/or update your contact information.
6. To update your notification preference, select the circle icon at the top right (see image 3).
7. A drop down menu will appear. Click on "Notification Preferences" (see image 4).
8. Choose your notification preference (see image 5).

