

HUMPHREYS COUNTY DEPARTMENT OF EDUCATION  
2443 Highway 70 East  
Waverly, TN 37185  
(931)296-2568

**SIGN UP WITH NIXLE TO RECEIVE SCHOOL DISTRICT-RELATED  
INFORMATION!**

Dear Parents/Guardians,

The Humphreys County School System will be using NIXLE to relay district-level emergency and other important information to parents/guardians. NIXLE will be replacing the Parent Alert system that we have used in the past. This service is made available to us by Humphreys County Emergency Communications (911).

NIXLE allows messages to be sent from the 911-dispatch office to cell phones via text message, and/or to email addresses. Unfortunately, it WILL NOT send information to home phones. NIXLE is being used across the entire United States by several government agencies, including the Tennessee Bureau of Investigations (TBI) which uses the system for AMBER alerts and fugitive alerts. If you choose not to receive messages by email or text, you can still access the information from your NIXLE account by logging onto users account at [www.nixle.com](http://www.nixle.com) and viewing recent messages. Email messages can be received at no cost to the subscriber. Text messages are sent at standard rates, which means receiving a text from NIXLE is the same cost as receiving a text message from anyone else. If you have an unlimited text messaging plan, there will be no charge for NIXLE messages.

Signing up for NIXLE is simple. You will need access to a computer or Smart Phone to sign up. Go to [www.nixle.com](http://www.nixle.com). Once on the home page, you will find a heading called "Residents." Click on the orange "Learn More" button. This will bring up a Frequently Asked Questions (FAQ) page that gives you more information about the NIXLE program. If you choose to sign up for the program, look for the "Sign Up" button on the bottom of the page. From there you will fill out the information required to set up and access your account. You will need to choose a password to access your account. Make sure you write it down somewhere for future reference. At the bottom of the page, you will see "Terms of Service" highlighted in blue. Read the terms of service. If you agree with the terms of service, click "I Agree, Sign Me Up!" For those who type in a phone number, you will receive a text from 888777. It will ask you to text back "YES" to receive text alerts. If you choose to receive texts, remember they are sent at normal rates. When you receive future texts from NIXLE, it will be from the 888777 number (short code).

In the next step, you will be asked about your home area. This information will be used to make sure you receive messages about your area.

From your home page, you can adjust your settings. In the upper corner you will see four tabs—Home, Location, Settings, and Account.

The “Home” tab is used to check any messages that have been sent.

The “Location” tab is used to either change your current location, or add a new one. You can add and remove locations at any time. So, if you were going to Hawaii for a vacation, you could add it to your locations while you were there and remove it once you leave.

The “Settings” tab allows you to adjust your settings for the type of messages you receive. “Agencies” will include all government agencies in the area. **This is what you will select to receive messages about the school system.** You will need to check the box beside “Humphreys County 911.” All messages related to school closings, bus incidents, emergency situations, etc. will be included here. Once you check the box, you can determine if you want it to be an email, text message, or both. Under the “SMS Messages to Mobile Phone” heading, you have the option to choose which types of messages you want to receive on your phone. **None** means you would not receive any information from the selected agency. **Alerts Only** would include any emergency information such as weather warnings, AMBER alerts, fugitive alerts, school-related emergencies and school closings. **Alerts, Advisories** would include both emergency and non-emergency information such as weather watches. **Alerts, Advisories, Community** would add events such as parades or other community-based events.

The “Account” tab is your information. This is where you can change your personal information. Also, at the bottom, you have the option to turn off messages during certain hours. Be sure to select the Chicago time zone in this section (Central time).

Just a reminder that this service is strictly voluntary. You are not required to sign up for NIXLE. This is, however, the most accurate means of communicating authentic, time-sensitive, school district information. Your child’s school may have another means of relaying school-specific information to you. Information you receive from NIXLE is provided by a representative of the school district, and can therefore be trusted.

Best wishes for a safe and happy school year!

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