



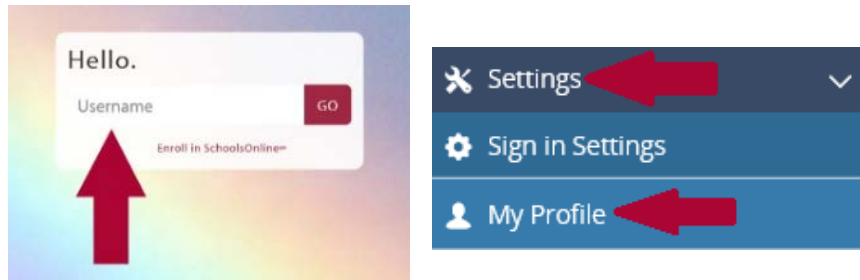
**This step-by-step guide to setting up account Alerts in SchoolsOnline<sup>SM</sup> will help you create some of our most popular Alerts.**

Before getting started:

Are your email address and mobile telephone number current in SchoolsOnline?

As you set up each Alert, you will be given the opportunity to select how you wish to receive the notification — by SMS (text),\* email or both.

Check your information by signing in to your account at [schools.org](https://schools.org), selecting **Settings** from the main menu on the left and then **My Profile**.



Note: If you wish to use your mobile number to receive SMS (text) Alerts, click **Use this number for Text Messaging**.

[Use this number for Text Messaging](#)

**Once your information is verified, select one of the links below to jump to the instructions for your desired alert.**

[Balance Alert](#)

[Balance Change Alert, Including Direct Deposit Received](#)

[Large Transaction Alert](#)

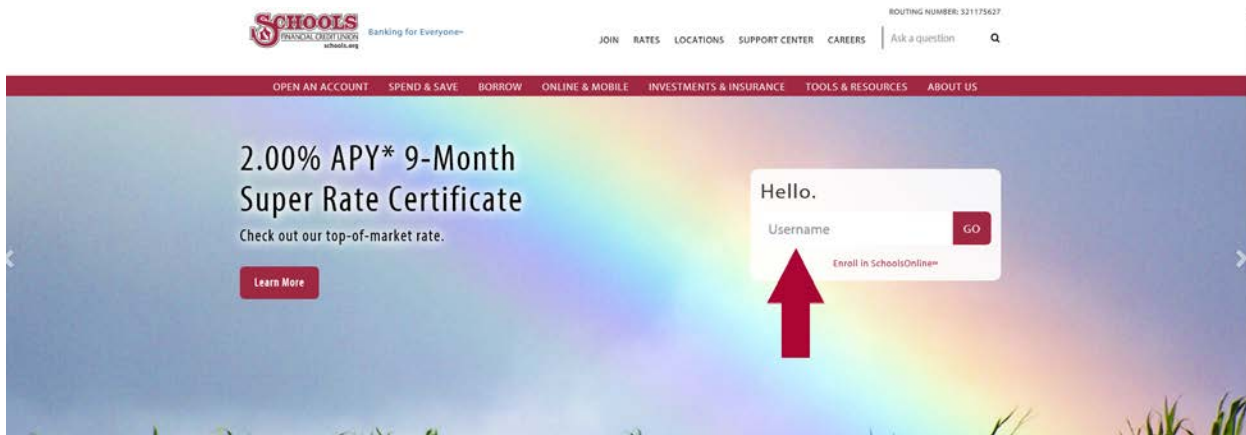
[Secure Setting Alerts](#)

\*Standard text messaging rates apply.

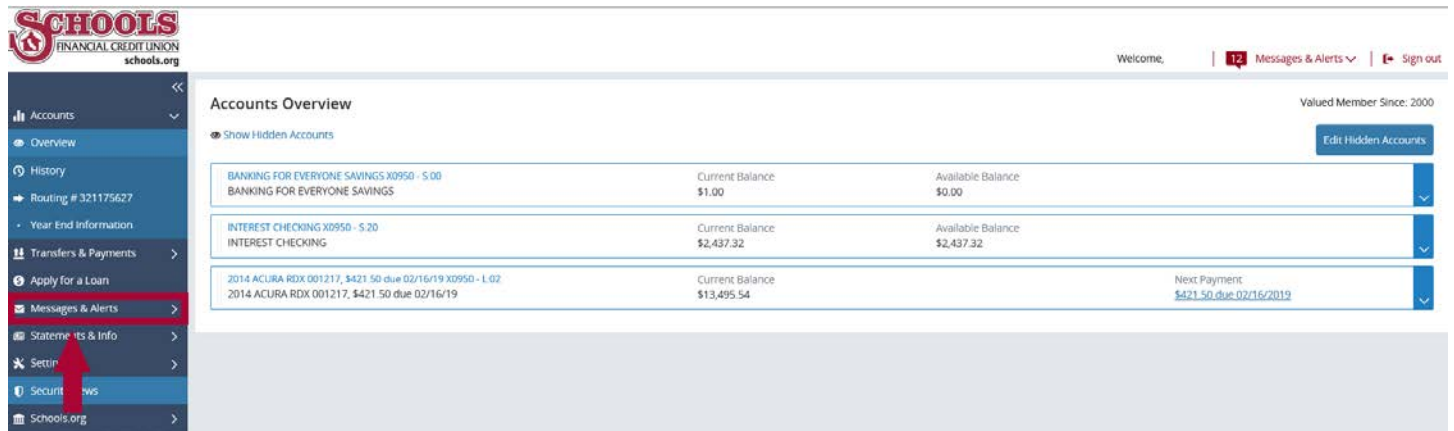
# Balance Alert

Follow these instructions to set an alert to a change in your balance, both deposits and withdrawals.

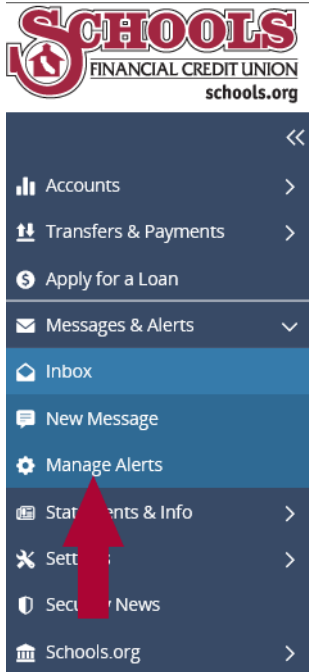
1. **Sign in to your account** with your Username, Password and Security Question.



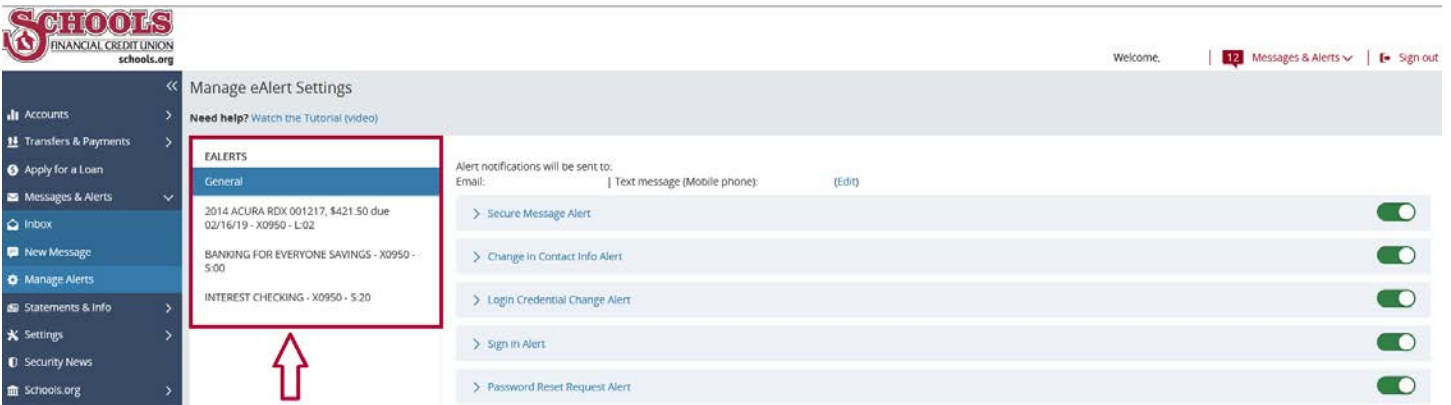
2. From the Account Overview page, select **Messages & Alerts**.



3. Select **Manage Alerts** from the Messages & Alerts menu.



4. While on the Alerts landing page, **select the account** you wish to add Alerts to.

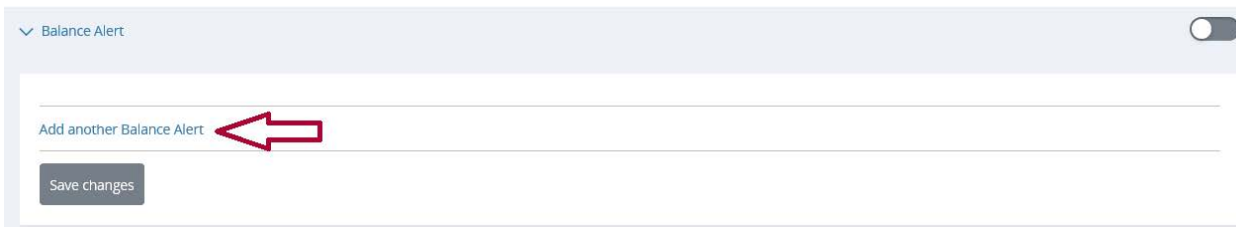


- Once your account is selected, choose from the menu which Alert you wish to activate. In this case, **select Balance Alert**.



The screenshot shows the 'Manage eAlert Settings' page. On the left is a navigation menu with options like 'Accounts', 'Transfers & Payments', 'Apply for a Loan', 'Messages & Alerts', 'Inbox', 'New Message', 'Manage Alerts', 'Statements & Info', 'Settings', 'Security News', and 'Schools.org'. The main content area is titled 'Manage eAlert Settings' and includes a 'Need help? Watch the Tutorial (video)' link. Below this, there are account details for '2014 ACURA RDX 001217, \$421.50 due 02/16/19 - X0950 - L02' and 'BANKING FOR EVERYONE SAVINGS - X0950 - S.00'. A list of alert types is shown on the right, each with a toggle switch: 'Balance Summary Alert' (off), 'Balance Alert' (off, highlighted with a red box and an upward-pointing red arrow), 'Transaction Size Alert' (off), 'Insufficient Funds Alert' (on), 'Overdraw Transfer Alert' (off), 'Courtesy Pay Alert' (on), and 'Balance Change Alert' (on). At the top right, there is a 'Welcome,' message, a 'Messages & Alerts' notification with a red '12' badge, and a 'Sign out' link.

- Choose **Add another Balance Alert**.

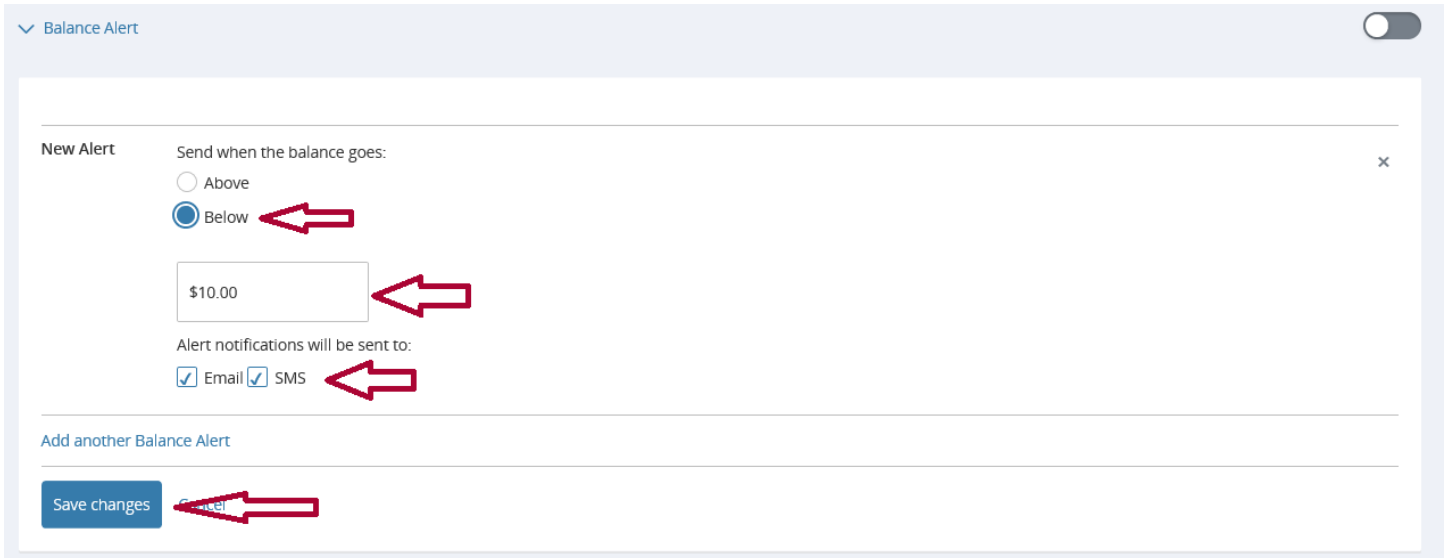


The screenshot shows a form for adding a new alert. At the top, there is a 'Balance Alert' header with a dropdown arrow and a toggle switch. Below this is a text input field with the placeholder text 'Add another Balance Alert' and a red arrow pointing to it. At the bottom of the form is a 'Save changes' button.

7. Here is where you select whether you would like to be notified when you balance **goes above** or **drops below** an **amount that you set**. There is no limit to the number of Balance Alerts you may setup.

In the example below, an Alert has been setup to notify when a balance goes below \$10.00.

To complete your alert, choose **Above** or **Below**, the **dollar amount**, how you wish to be notified (**SMS/text, email or both**) and **Save changes**.



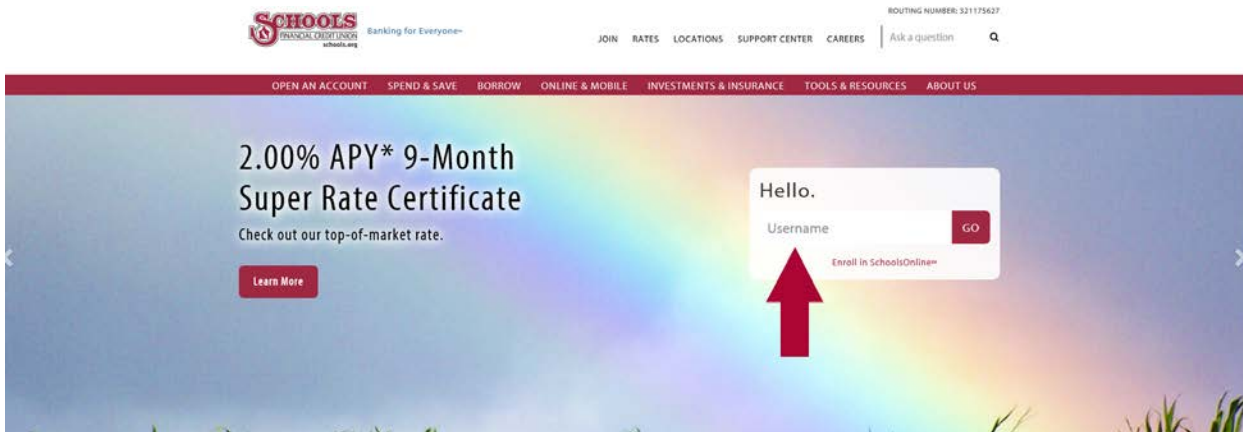
Once your changes are saved and the Alert is created, the toggle switch will turn from the color grey (the “off” position) to the color green to indicate the Alert is activated.



# Balance Change Alert

Follow these instructions to set an alert to a change in your balance, both for deposits and withdrawals.

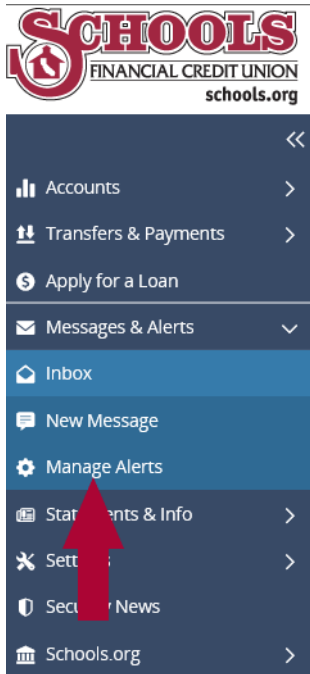
1. **Sign in to your account** with your Username, Password and Security Question.



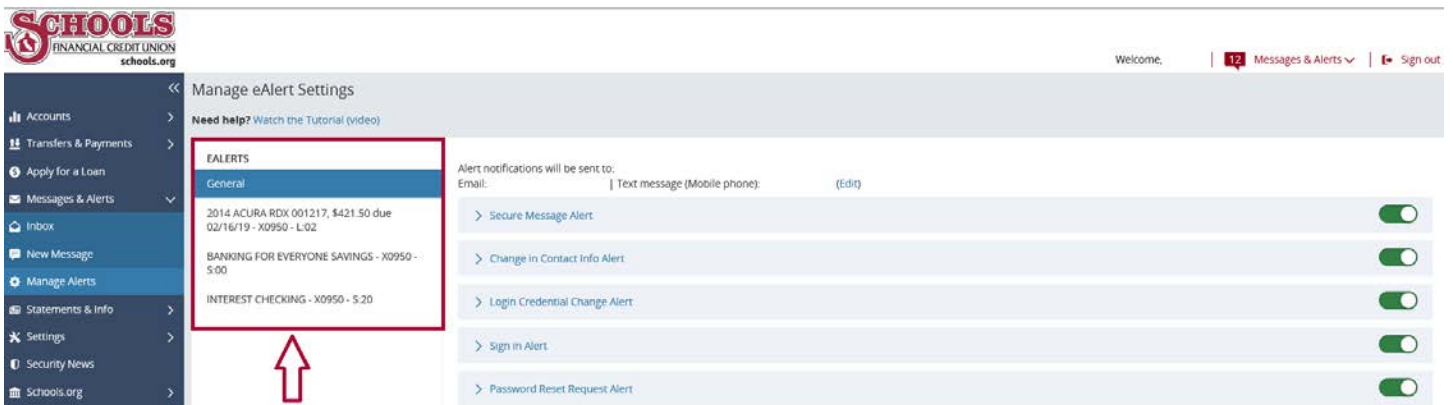
2. From the Account Overview page, select **Messages & Alerts**.



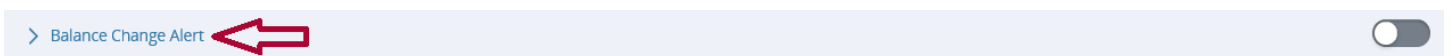
3. Select **Manage Alerts** from the Messages & Alerts menu.



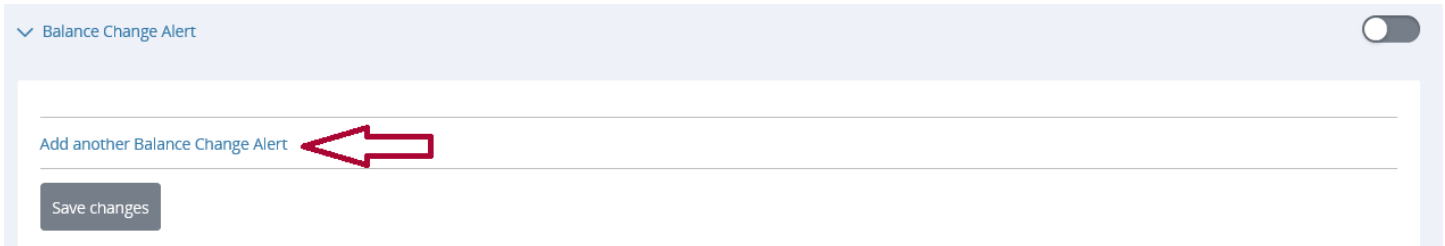
4. While on the Alerts landing page, **select the account** you wish to add Alerts to.




5. Select **Balance Change Alert**.



6. Click on **Add another Balance Change Alert**.



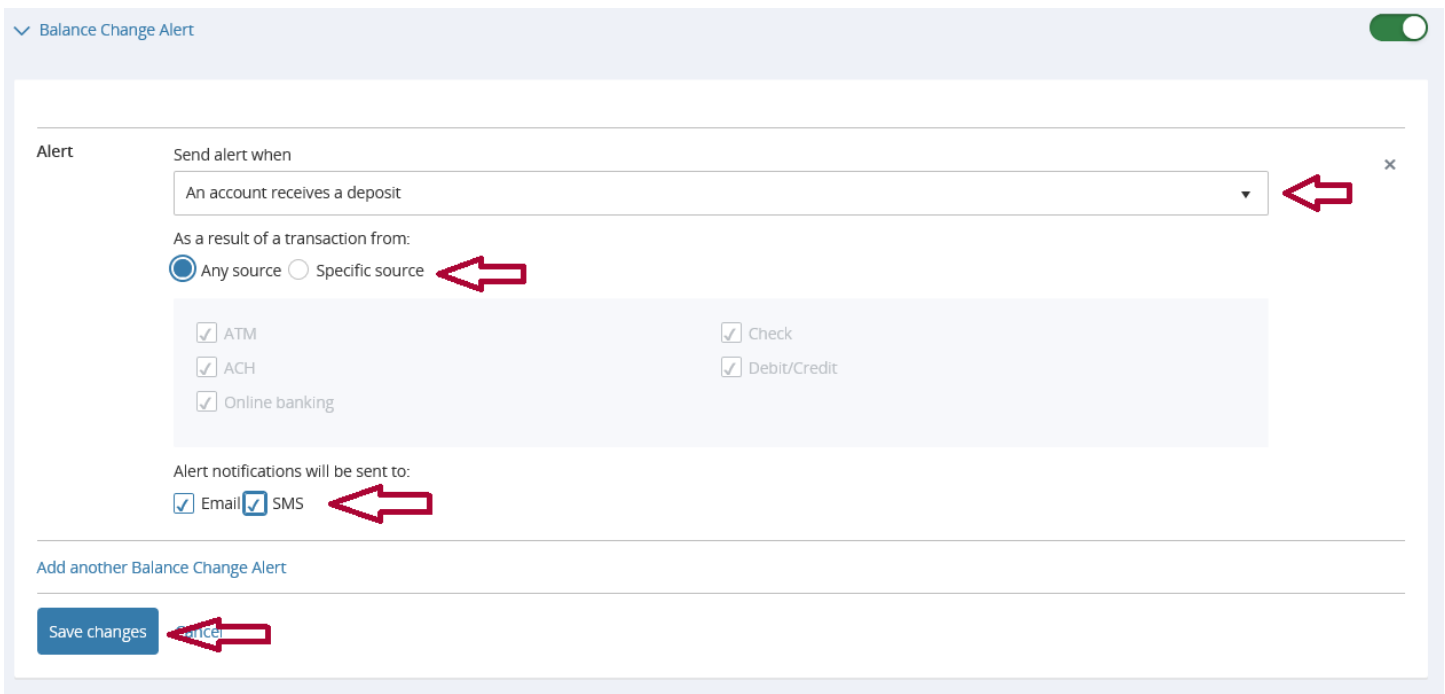
Balance Change Alert [Toggle Switch: Off]

[Add another Balance Change Alert](#) 

[Save changes](#)


7. Here, you can select to receive an alert when your account receives a deposit or withdrawal. Additionally, you can get more specific about receiving notification from the source of the deposit or withdrawal.


In this example, an Alert is being setup for when deposits are received from any source. Once you have chosen **deposit or withdrawal** and the **source of the transaction**, how you wish to receive your alert (**SMS/text, email or both**) and select **Save changes**.




Balance Change Alert [Toggle Switch: On]

Alert


Send alert when  
An account receives a deposit 

As a result of a transaction from:  
 Any source  Specific source 

ATM  Check  
 ACH  Debit/Credit  
 Online banking

Alert notifications will be sent to:  
 Email  SMS 

[Add another Balance Change Alert](#)

[Save changes](#) 

Once your changes are saved and the Alert is created, the toggle switch will turn from grey (the “off” position) to the color green to indicate the Alert is activated.



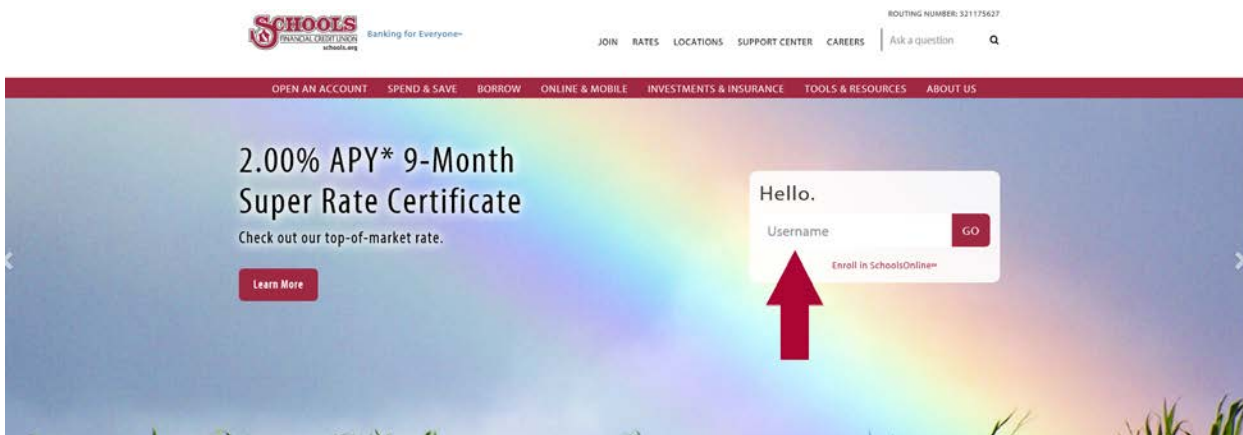
[Back to beginning](#)



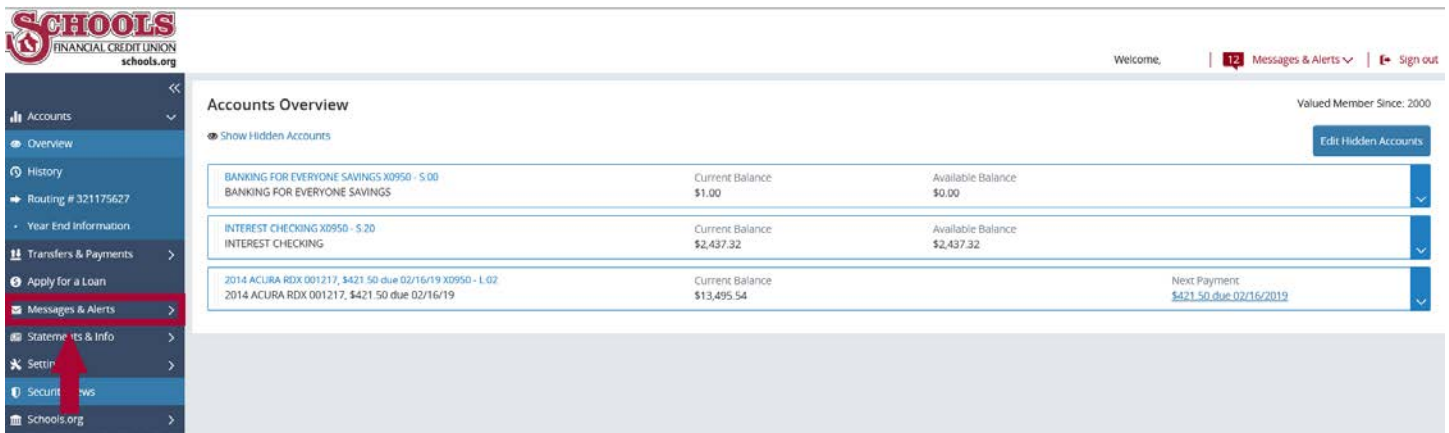
# Transaction Size Alert

Follow these instructions to set an alert for a specific transaction size.

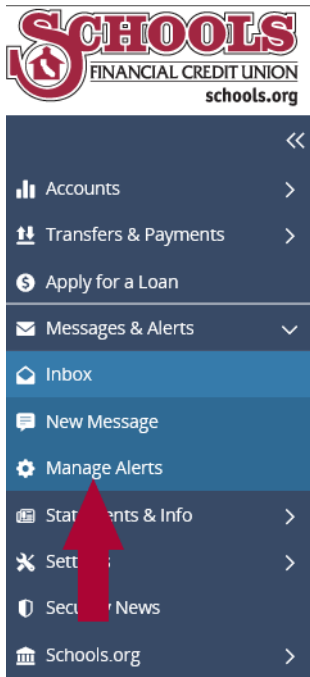
1. Sign in to your account with your Username, Password and Security Question.



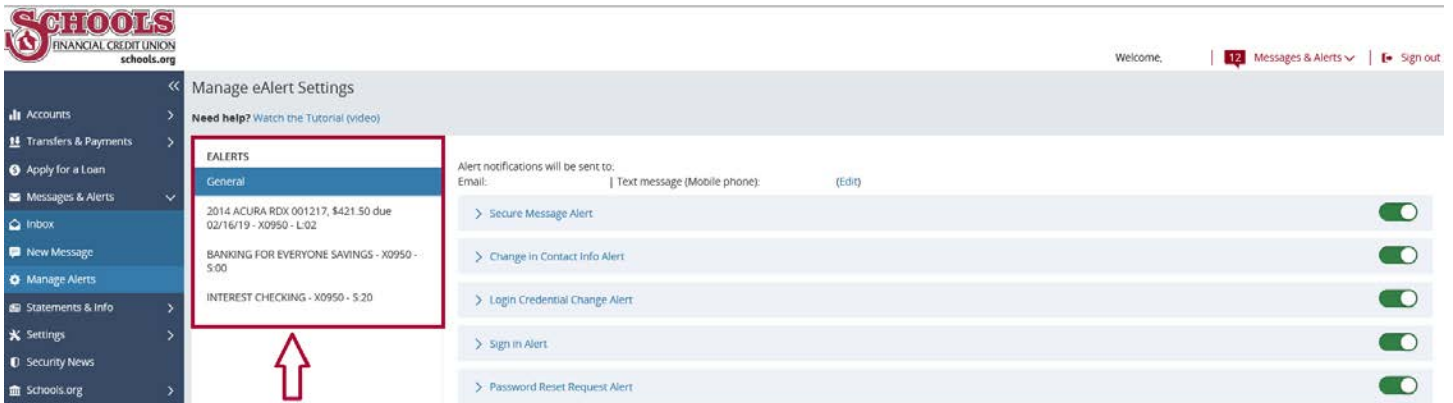
2. From the Account Overview page, select **Messages & Alerts**.



3. Select **Manage Alerts** from the Messages & Alerts menu.



4. While on the Alerts landing page, **select the account** you wish to add Alerts to.

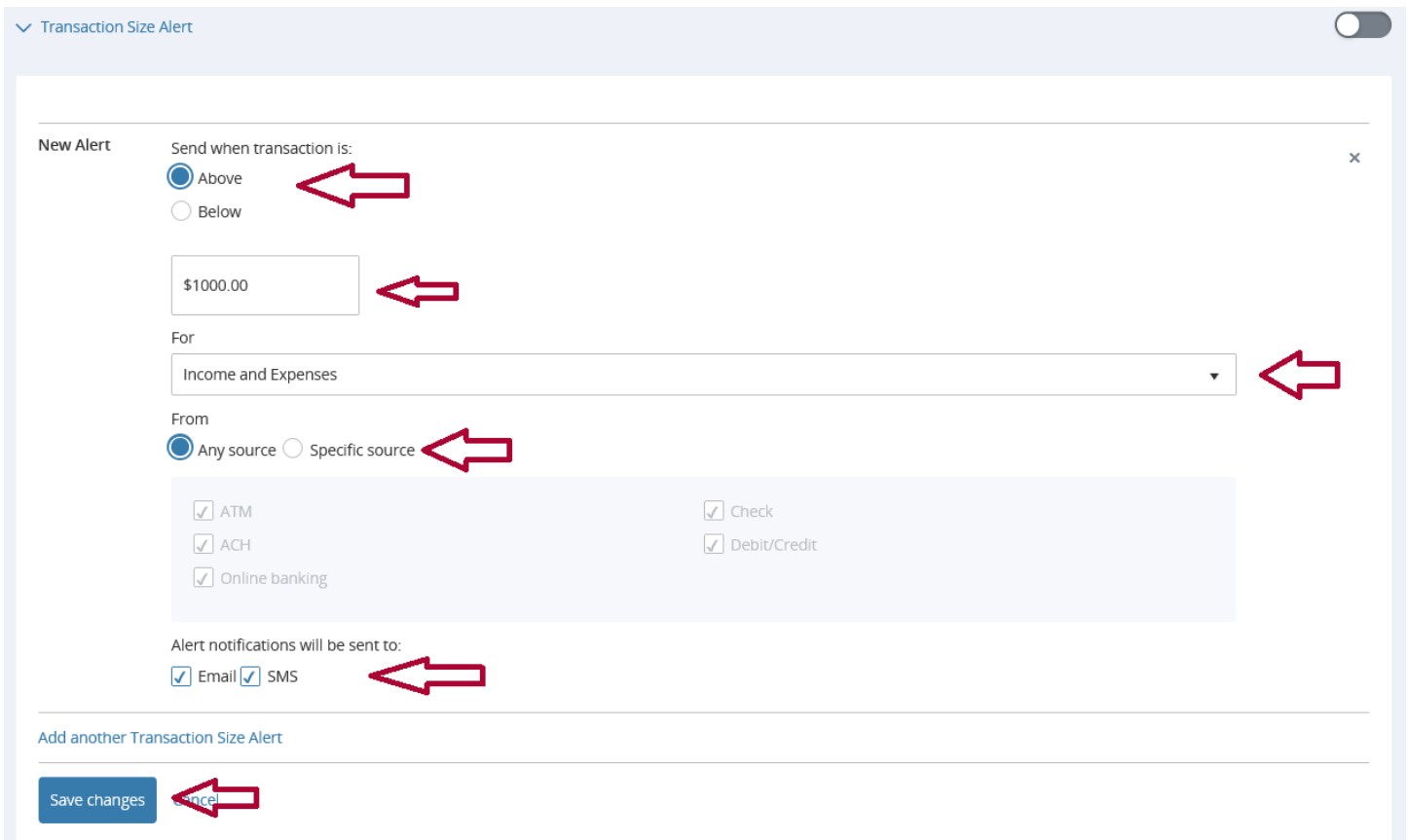


5. To set up an alert for a transaction size, select **Transaction Size Alert** and then **Add another Transaction Size Alert**.



6. Here you can customize the **dollar amount** of the transaction (and whether it rises **above or below** that amount), whether it is **an income (deposit), expense (withdrawal) or both**, what **source** it originated from and how you wish to be notified (**SMS/text, email or both**). Then, **Save changes**.

For this example, an alert is set for when a transaction hits the account for more than (above) \$1,000, both income (deposits) and expenses (withdrawals) from any source.





Once your changes are saved and the Alert is created, the toggle switch will turn from grey (the “off” position) to the color green to indicate the Alert is activated.



[Back to beginning](#)

# Security Setting Alerts

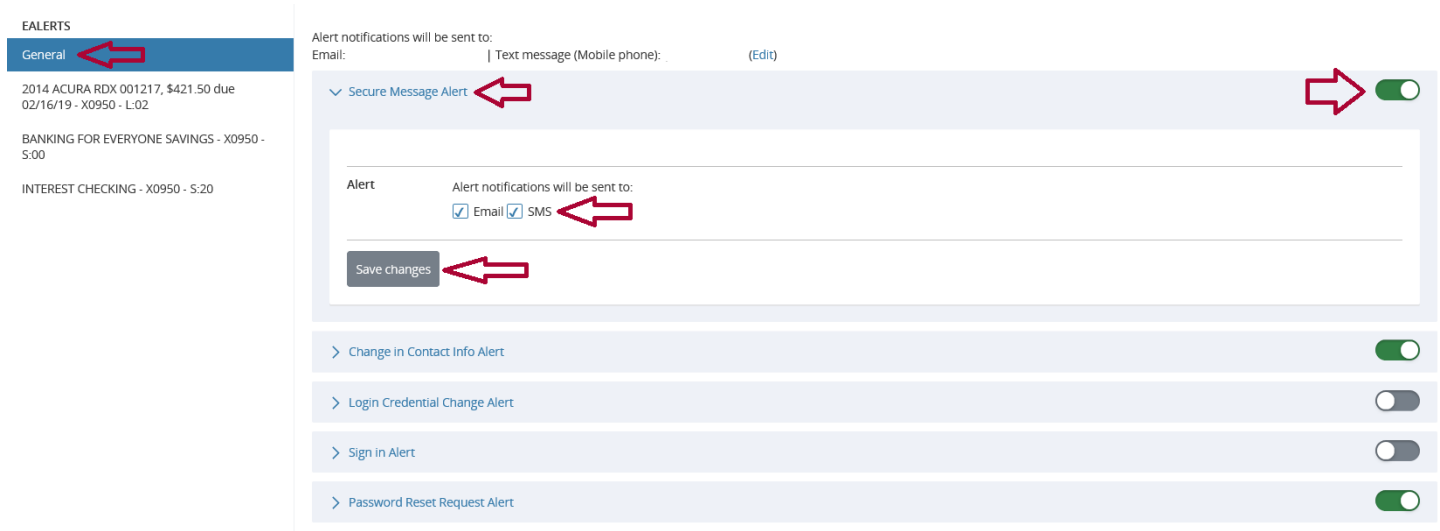
There are several security setting Alerts available. Follow these instructions to set up Alerts for a security setting.

From the **General** Alerts menu, select the Alert you wish to activate. For this example, a **Secure Message Alert** is being set up.

First, **click on the grey colored toggle** (grey represents the Alert is “off”) to the right of the Alert title. The color green should appear to indicate the Secure Message Alert is “on.”

Next, **click on the name of the Alert** to expand the available options. Here, you will select the method in which you would like to be notified of the Alert. Choose **email, SMS/text or both** and then **Save changes**.

Repeat these steps for each security setting Alert you wish to set up.



EALERTS

- General
- 2014 ACURA RDX 001217, \$421.50 due 02/16/19 - X0950 - L:02
- BANKING FOR EVERYONE SAVINGS - X0950 - 5:00
- INTEREST CHECKING - X0950 - 5:20

Alert notifications will be sent to:  
Email: | Text message (Mobile phone): (Edit)

Secure Message Alert

Alert

Alert notifications will be sent to:  
 Email  SMS

Save changes

- > Change in Contact Info Alert
- > Login Credential Change Alert
- > Sign in Alert
- > Password Reset Request Alert