

Informacast Mobile App Lockdown System – Classroom Help

The district has implemented a mobile version of our current lockdown system. The Informacast mobile app allows staff to place their building into lockdown. Using the app button is the same outcome as pressing the lock down button on the Cisco desk phones.

***Traveling Staff:** Staff members associated with multiple locations will see those locations lock down buttons listed within their app.

Classroom Help

The district has also implemented a Classroom Help button. This button allows staff members to request assistance within their classroom or area.

Pressing the classroom help button sends a message to a team of staff at your building. This team consists of the following staff, dependent on building:

- Principal
- Asst Principal
- Counselor
- SCRS
- Behavior Interventionist
- Psychologist

***Traveling Staff:** Staff members associated with multiple locations will choose the appropriate school for classroom help from the drop-down menu.

Important Note:

The app works onsite and offsite. Please take care to close the app when off site. A lock down can be initiated from any location. Secure your phone, always.

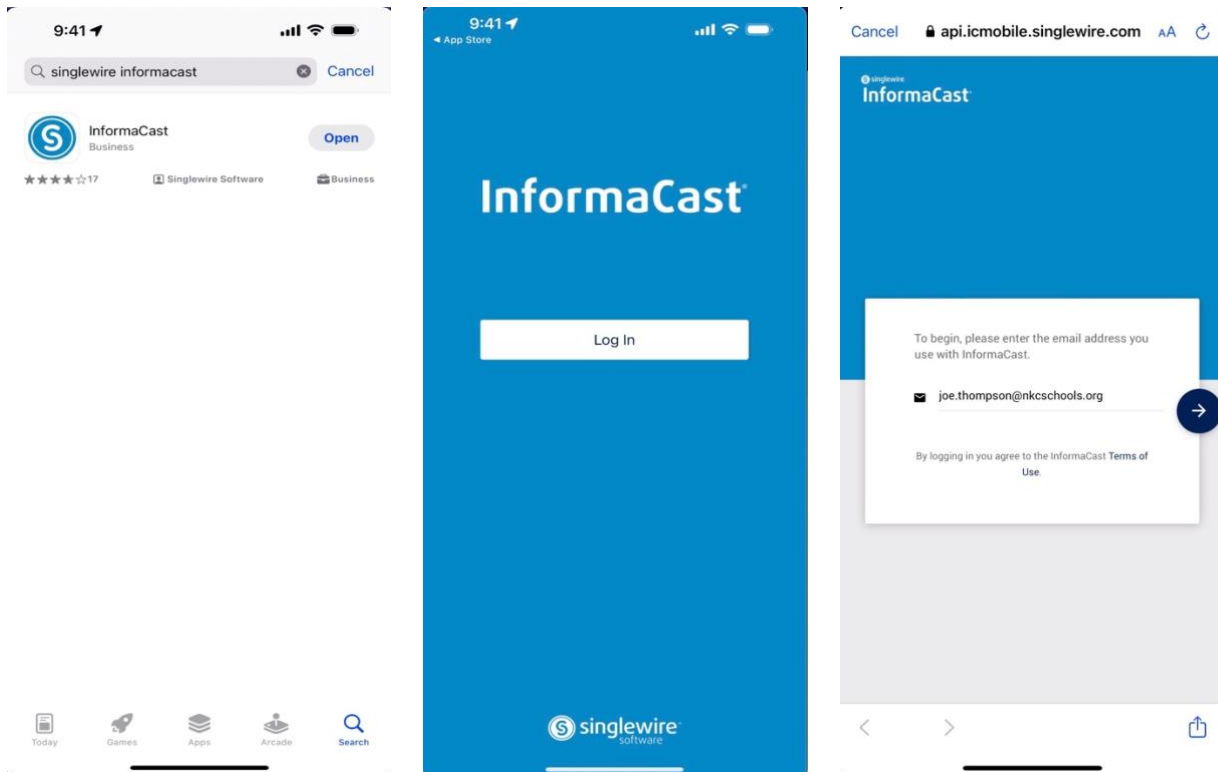
Download the App

The screenshots below use the example of an Antioch Middle School staff member.

Go to the app store and search for Singlewire Informacast. Download and launch the app.

Choose Log In.

Enter your *first.last@nkcschools.org* email address.



Logging in the First Time

Next, you will be forwarded to the Microsoft Azure District login.

Enter your 9XXXXX@nkcschools.org email.

Enter your password.

Use the Microsoft Authenticator app to approve the login.

Choose Yes to stay signed in.

The image displays three sequential screenshots of a mobile web browser showing the Microsoft login interface for North Kansas City Schools. Each screenshot has a browser address bar at the top showing 'login.microsoftonline.com' and navigation icons (Cancel, lock, AA, refresh). The first screenshot shows the 'Sign in' page with the school logo, the email '924255@nkcschools.org' entered, a 'Next' button, and a 'Sign-in options' link. The second screenshot shows the 'Approve sign in request' page with the email 'jbstestuser@nkcschools.org', a request to open the Authenticator app, a code '44' in a box, a 'Don't ask again for 180 days' checkbox, and a 'More information' link. The third screenshot shows the 'Stay signed in?' page with the same email, a checkbox for 'Don't show this again', 'No' and 'Yes' buttons, and a help desk contact number. All three screenshots include a footer with 'Terms of use', 'Privacy & cookies', and a share icon.

Cancel login.microsoftonline.com AA ↻

Sign in

North Kansas City Schools

jbstestuser@nkcschools.org

924255@nkcschools.org

Can't access your account?

Next

If you are unable to login, please call the Help Desk at 816-321-4357.

Sign-in options

Terms of use Privacy & cookies ...

Cancel login.microsoftonline.com AA ↻

Approve sign in request

North Kansas City Schools

jbstestuser@nkcschools.org

Open your Authenticator app, and enter the number shown to sign in.

44

No numbers in your app? Make sure to upgrade to the latest version.

☒ Don't ask again for 180 days

I can't use my Microsoft Authenticator app right now

More information

If you are unable to login, please call the Help Desk at 816-321-4357.

Terms of use Privacy & cookies ...

Cancel login.microsoftonline.com AA ↻

Stay signed in?

North Kansas City Schools

jbstestuser@nkcschools.org

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No Yes

If you are unable to login, please call the Help Desk at 816-321-4357.

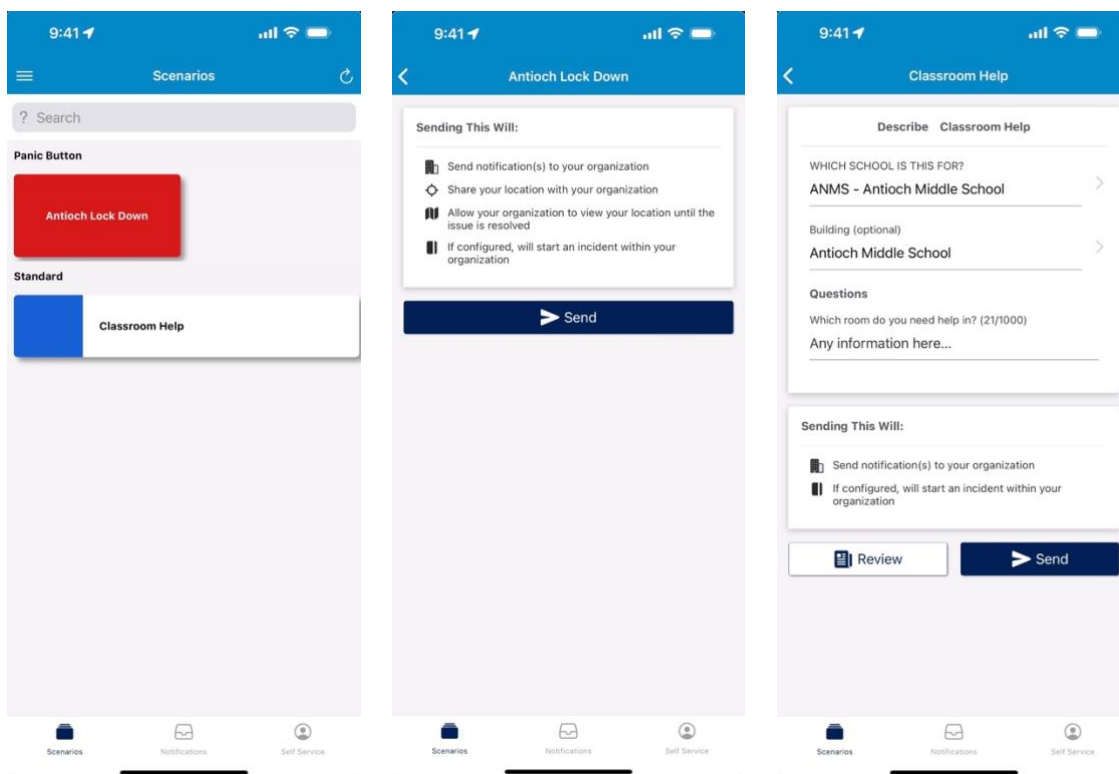
Terms of use Privacy & cookies ...

Once Logged In

Once signed in, you will see the Lock Down button and the Classroom Help button.

Pressing the Lock Down button will then prompt you to “Send”. Pressing the Send button will initiate a lock down at that location.

Pressing the Classroom Help button will prompt you for the room location where you need assistance. This is a free text field that can contain a room number and other information you deem necessary. Pressing “Send” notifies your school team via text and/or email.



Logging In Regularly

After the first log in, you will not need to use Microsoft Authenticator. To log in after the first time, use your *first.last@nkcschools.org* email address.

Receive Text Notifications

From the upper left corner of the app, you can enroll your cell phone number to receive lock down notifications. By default, your district email is enrolled. You will receive via email lock down notifications that pertain to you.

