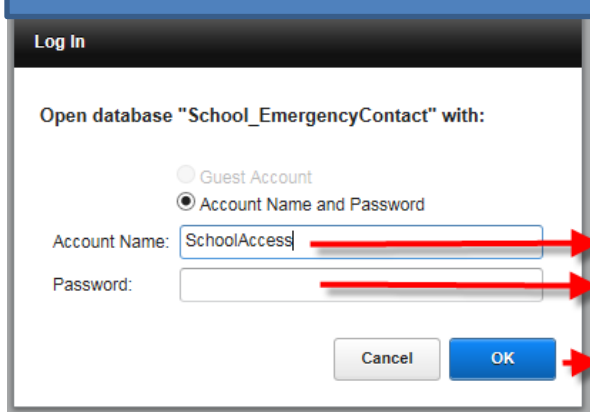


School Emergency Contact List

1. Click the link or copy it to your browser

http://172.18.5.66/fmi/webd#School_EmergencyContact

2. Enter Account Name: SchoolAccess



Log In

Open database "School_EmergencyContact" with:

Guest Account

Account Name and Password

Account Name:

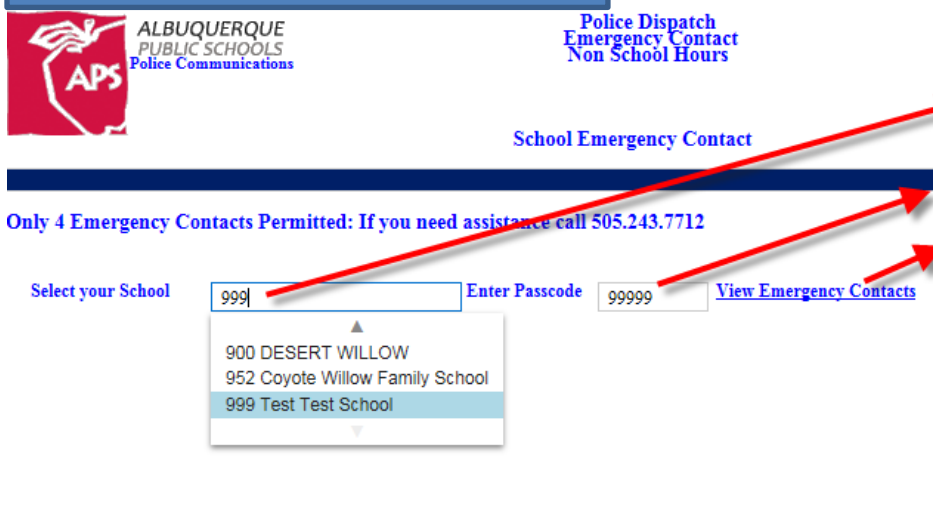
Password:

SchoolAccess for Account Name - SchoolAccess is one name no space

Blank no Password

Click OK

3. Access your school



ALBUQUERQUE
PUBLIC SCHOOLS
Police Communications

Police Dispatch
Emergency Contact
Non School Hours

School Emergency Contact

Only 4 Emergency Contacts Permitted: If you need assistance call 505.243.7712

Select your School Enter Passcode [View Emergency Contacts](#)

900 DESERT WILLOW
952 Coyote Willow Family School
999 Test Test School

Select your school

Enter your passcode --call 505.243.7712 for Passcode

Click

4. Enter employees – Only four employees

ALBUQUERQUE PUBLIC SCHOOLS Police Communications
School: 999 Test Test School
Principal: test Principal Name
Email: duncan_b_s@aps.edu

Police Dispatch
Emergency Contact
Non School Hours

1. Verify school information

2. Click Add Employee

Phone Numbers Format:
999.999.9999

[Add Employee](#)

Only 4 Emergency Contacts Permitted: Delete X a record to add records

Emp Number	Last Name	Middle Name	First Name	Employee Title	Home Phone	Cell Phone
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5. Update your Emergency Contact List

ALBUQUERQUE PUBLIC SCHOOLS Police Communications
School: 999 Test Test School
Principal: test Principal Name
Email: duncan_b_s@aps.edu

Police Dispatch
Emergency Contact
Non School Hours

Delete employee record

Phone Numbers Format:
999.999.9999

[Add Employee](#)

Only 4 Emergency Contacts Permitted: Delete X a record to add records

Emp Number	Last Name	Middle Name	First Name	Employee Title	Home Phone	Cell Phone
1	99999	TEST Last Name	TEST Middle	TEST First Name	Test Title	X

Passcode: Please contact APS School Police: 243-7712 or for assistance with the website please call 243-7712