

# Employee Access Center - Setting Contact Number for Messaging

We use a mass notification system to send important staff information. Examples include: winter weather closings, event notifications, and reminders of important happenings.

Your information is populated from your HR file, so it is critical that you verify that this information is correct.

1. Access the Employee Access Center
  1. Click on the “WF Bookmarks” option inside of Chrome
  2. Click on “Employee Access Center”
  3. For the “District” and the “Profile” dropdowns, make sure that “West Fork School District” is the selected option.
  4. Sign in using your school email address and the password your originally set for this site. If you do not know your password, you can use the “Forgot your Password?” link below the Sign In button. If you STILL can’t get in, contact Patty Burnett for a password reset.
2. Verify & Update Information
  1. Your information is listed on the page directly after you sign in. Use the key below to make sure you have the correct numbers in the correct areas.
  2. If you need to make a change, click on the “update” button at the top center of the page.
  3. Make any changes required, then click on the save button.

## Important Values and Their Uses

You **MUST** verify that the following information is correct:

- Personal Cell Phone: This will be the number where district/school text messages are sent. **This number is critical.**
- Phone Number: This will be where voice calls are sent. It CAN be the same number you entered into the Personal Cell Phone number or it CAN be different. **This number is critical.**
- Emergency Phone: Again, this is a backup call device. You can enter anyone else you would like to receive staff calls here

- Emergency Cell Phone: This is a backup text-compatible phone. You don't have to provide this, but if you want to enter a spouse's/significant other's cell number as a backup/additional message device, you should add it here
- Work Phone: This will be the number that appears in the "Blackboard Directory" It can be a school number, home number, or a cell number, but it MUST be 10 digits (meaning no extensions and that you must have an area code). If you are someone who is given access to send calls, this will also be the number that shows on the caller ID.

If this information isn't correct, you will not receive the information that you need.

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