

Stopping Tier 1 Incident Notifications

For an individual:

Change the individual's email address so they no longer receive the notifications.

1 Click on 'MANAGE STUDENT/STAFF' in the left navigation menu.

2 Click on 'MANAGE STAFF' in the sub-menu.

3 Enter the email address **rtidatabase@gmail.com** in the 'Email address' field.

4 Click the 'Update Staff Profile' button.

Replace their email address with rtidatabase@gmail.com and click to "Update" the staff profile.

For the entire school:

To prevent ALL staff members from receiving Tier 1 incident notifications, disable the feature on the school profile screen.

1 Click on 'MANAGE SCHOOL INFO' in the left navigation menu.

2 Click on 'SCHOOL PROFILE' in the sub-menu.

3 Uncheck the 'Tier 1 Email Notifications' checkbox under the 'Manage Notifications' section.

4 Click the 'Save' button at the bottom of the page.

Remove the checkmark from "Tier 1 Email Notifications" and scroll down to save your change.

Scroll down to the bottom of the screen to save your change...