



## Download the Free RCPS Notify App Today!

- Receive important alerts
- View school information
- Access news stories and photos
- View calendar events




Roanoke City Public Schools is excited to announce the launch of a new mobile app for families and staff! The app, called “RCPS Notify” on the Apple Store and “Roanoke City Schools Notify” on the Google Play Store, is available to download by scanning the QR code below using your mobile device or by clicking one of the following links:



[Click here](#) to download the app for an Apple device.

[Click here](#) to download the app for an Android device.

### What is RCPS Notify?

RCPS Notify includes many important links and resources, such as calendars and menus. Its biggest asset is the ability to receive mass notifications. If you are logged in, you will receive notifications of robocalls, texts, emails and app alerts. This will help ensure you don’t miss any important alerts. The app also keeps track of all alerts so users can look back at them again.

#### 1. Log In

##### a. To log in if you are a parent/guardian:

- Download the app and open it.
- Click “Student Info” to access the login screen
- Type in the phone number or email that is on file with your school. (This will be the same phone number/email that you receive mass notifications to)
- The app will send a one-time login code to the phone number or email you typed in.
- Type in that code, and you will be logged in! Go to step 2.
- You will never have to set a password

##### b. To log in if you are a student:

- Download the app and open it.
- Click “Student Info” to access the login screen
- Type in your RCPS student email
- The app will send a one-time login code to your email you typed in.
- Type in that code, and you will be logged in! Go to step 2.

- You will never have to set a password

**c. To log in if you are an RCPS employee:**

- Download the app and open it.
- Click “Student Info” to access the login screen
- Type in your username, which is what you use to log into other RCPS accounts (without the @rcps.info.)
- Type in your password.
- Go to step 2.

**2. Select your school:**

- Apple: Click on the “settings” button within the app. Click “follow schools,” and select RCPS and your school(s). If you later need to change your selection, follow these steps again.
- Android: When opening the app for the first time, an app setup screen should pop up. Click “choose from list.” Select RCPS and your school(s) to receive notifications. If you later need to change your selection, click on the “settings” button within the app. Click “follow schools,” and you can select additional categories.

**3. Access Robocalls and Messages:**

- When logged into the app, click the green bell-shaped “Notifications” tab
- All recent mass notification messages (robocalls, texts, emails, and specific app notifications) will be there. You can read written messages and play any voice calls.
- You can turn on notifications to receive future messages.

**Questions?**

- Please reach out to the Communications and Marketing Department with any questions by emailing [info@rcps.info](mailto:info@rcps.info) or calling (540) 853.2816