Hello: Is Anyone There? Will We Be Able To Reach You?

If it's necessary to contact District staff during any District emergency (e.g., winter weather closings/delays), Birdville ISD uses the contact information in an employee's Munis Employee Self-Service record. To ensure that you receive all phone or text communications from the District, please verify your contact information in Munis. Simply follow these steps:

Log in to **Munis Employee Self-Service** at: https://selfservice.birdvilleschools.net/mss
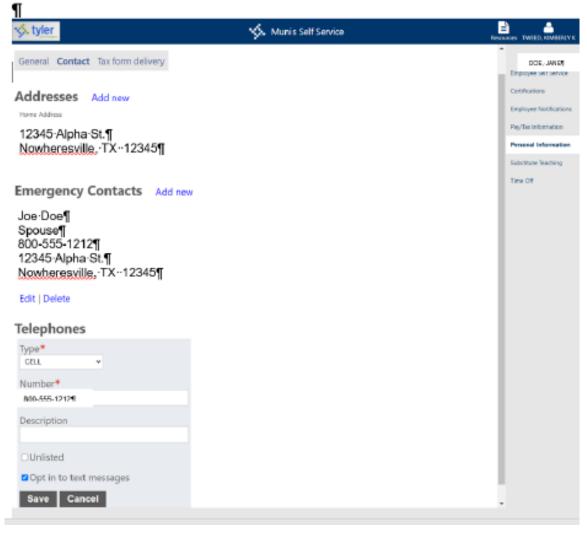
Select "**Personal Information**" located in the list on the right side of the screen.

At top of Personal Information window, click "**Contact**".

If you wish to receive notifications via SMS/Text, please complete the following steps:

Review your Contact Information to verify it is correct. Employees will receive District-related SMS/text notifications only if the <u>**first number (MAIN)**</u> reflected in their record is a "**Cell**" number. Other numbers may be added to the record with other designations (e.g., Business, MISC, Main, Other), but they should not show as the first number in the record.

Last, but not least, make sure to select "**Opt in for text messages**" at the bottom of the screen, then click "Save".