Dear Model students and families,

Since 2023, we have continually worked to improve and simplify communication between you and Model Laboratory Schools, including the launch of a new website, app, alert notification system, and communication tool: Rooms.

If you didn't get the chance to use Rooms last year**, Rooms is Model's official communication tool**, built to make it easy to stay informed and connected. Located right inside the Model Lab app, it brings together teacher and coach updates, announcements, and one-on-one messages in a secure, easy-to-access place. Rooms is also accessible through a browser at **id.thrillshare.com**.

Currently, you can access the majority of classroom, athletics, school, and district information and communication in **one convenient place: the Model Lab app** (iOS | Android).

Signing In to Rooms

Please follow the steps below to learn how parents and students can sign in to Rooms via the app.

1) If you haven't already, download the Model app from the App Store or the Play Store.
2) Once in the app, you'll see at the bottom of the screen, "Rooms" and "Messaging". You can access Rooms as a parent or student by tapping either option.

Figure 1

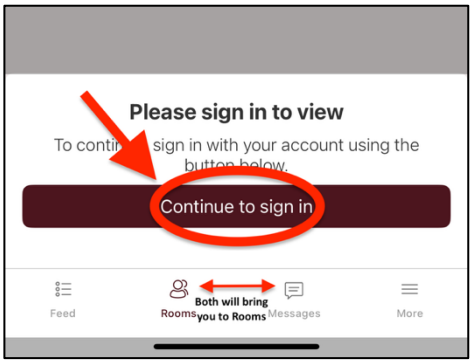
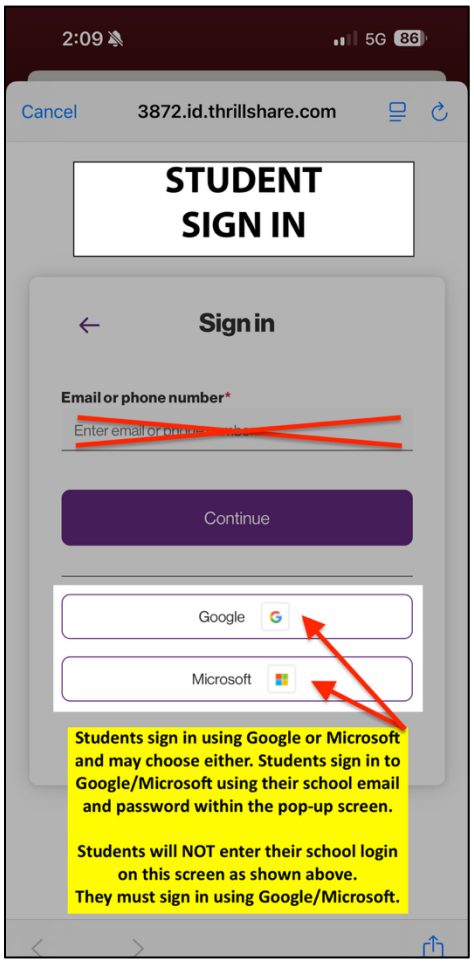


Figure 2



3) This will bring you to a screen to prompt sign in. Tap "Continue to sign in". ***See Figure 1***
4) **Important Note: *Students and parents will sign in differently***. Reference your sign-in type below and its respective directions.

Student Login

1. Students will log in **using Google/Microsoft** by tapping one of the respective logos. ***See Figure 2***
   Note: Rooms is not associated with the student's phone number.
2. Students may choose either Google or Microsoft to sign in. Students will then sign in to Google/Microsoft using their school email and password on the pop-up screen.
3. They will **NOT** enter their email and password directly within the Rooms login screen; they must use Google/Microsoft to sign in.

Parent/Guardian Login info on the next page

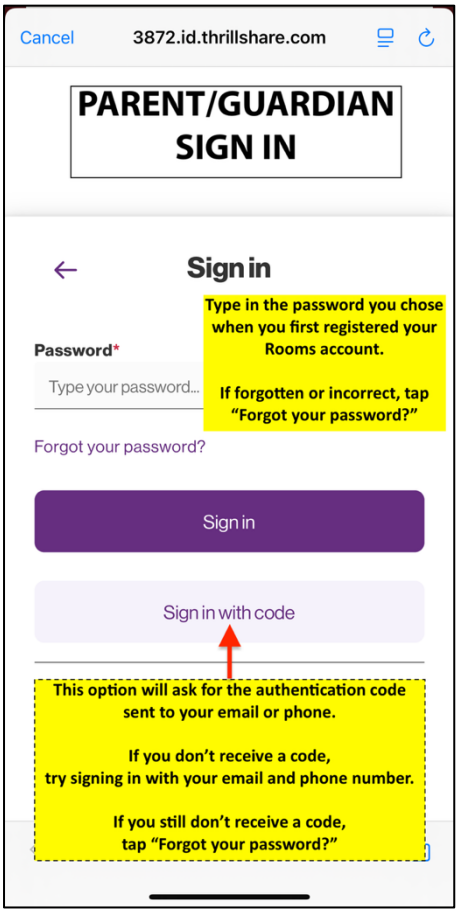
Parent/Guardian Login

1. Parent accounts are already created from Infinite Campus.
   - *Only parents/guardians registered to the student in Infinite Campus with legal rights may join Rooms.*
   - *The phone number and email parents manually enter when completing the online registration (OLR) each school year are the emails and phone numbers registered to Rooms accounts.*
2. Whether you previously registered your account last year or are a first-time user, follow the instructions below.
3. On the Sign in screen, type in the email or phone number registered to the parent in Infinite Campus. ***See Figure 3***
4. On the following screen, do one or more of the following. ***See Figure 4***
   - **Existing User**: **Type in the password** you chose when you first registered your Rooms account. If unsuccessful or a new user, go to "Sign in with code".
   - **Skip the password and tap "Sign in with code"**. The next screen will ask for the authentication code sent to your email or phone number (depending on which method you input on the first Sign in screen).
   - If you do not receive a code, try signing in with your email **AND** phone number (the other method than what you just tried).
   - **If you still don't receive a code, Tap "Forgot Password?"** then enter the email address associated with the parent(s) registered on Infinite Campus *(parents complete online registration each school year, and this is the email address the parent would have personally typed in)*. If it is the correct email, you will receive an email with a password reset link to set up a password to sign in on Rooms with.
   - If you still cannot access your Rooms account after trying all options above, **email** Rachel.Cornelius@eku.edu, and she can assist you to get your account set up.
5. You may also access **Rooms through a web browser** or on a computer by going to id.thrillshare.com.

Figure 3



Figure 4



Use the **helpful links below** for more information or assistance with Rooms.

- Rooms Support Webpage: **model.eku.edu/rooms**
- Rooms Resources for Families

As we begin another school year, we remain excited about the role Rooms plays in fostering stronger communication and meaningful engagement with our families. Thank you for your ongoing partnership and support as we uphold Model Laboratory Schools' long-standing tradition of excellence. If you have questions or need assistance at any point during the school year, please feel free to contact me at Rachel.Cornelius@eku.edu.

V. Rachel Cornelius

Rachel Cornelius, Director of Communications

DOWNLOAD FOR IOS (APPLE)

DOWNLOAD FOR ANDROID

ROOMS SUPPORT PAGE

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One Place for Every Conversation



Rooms is your school's official communication tool, built to make it easy to stay informed and connected. Located right inside your school's app, it brings together teacher updates, announcements, and one-on-one messages in a secure, easy-to-access place.

Message Teachers & Staff

Receive messages from your child's teacher, coaches, and other staff members, directly in one place. Messages are easy to read, reply to, and send. The centralized inbox makes it easy to stay organized, even if you have multiple children.

Never Miss an Update or Reminder

Teachers can share class announcements, reminders, and materials. View all announcements, or filter by child or class to always stay informed.

Receive Text Notifications

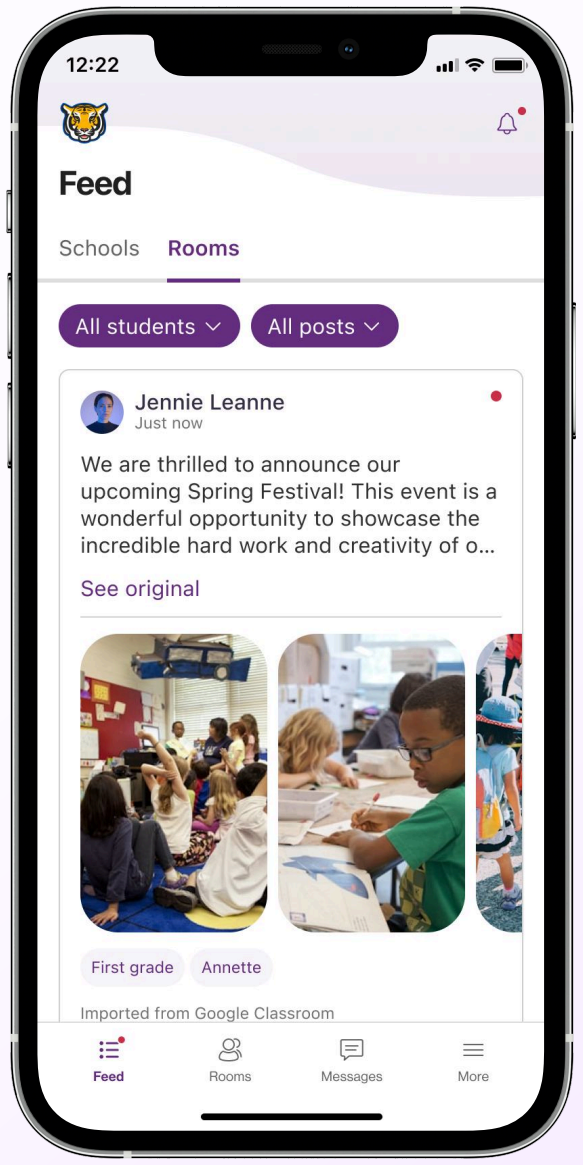
You will automatically get a text message when there's a new announcement or message. Just the tap the link to view the text update in your school app or mobile web browser.

Communicate in your Language

Rooms will automatically translate messages based on your preferred language. Making it easy to communicate, no matter the language.

Count on Safeguards

Rooms includes built-in safety and moderation tools that helps ensure all communication stays safe and secure.



Get updates, your way!

Rooms, now gives you the flexibility to choose how and when you receive messages and announcements.

You can be notified by:

- Push Notifications from your school app
- Email Notifications sent to your inbox
- SMS Text Messages sent to your phone

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Rooms Quick Start Guide for Families

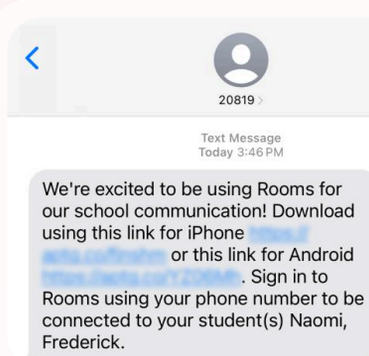


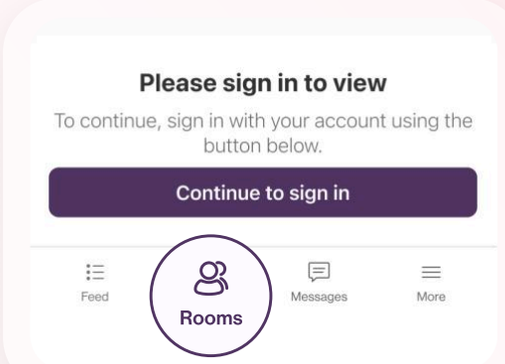
Your one place for school messages, updates, and more.

Login to Rooms

You're already enrolled, and can login at any time. You can access Rooms from your school app, mobile web, or browser.

To login for the first time, you can:





Login from Text Invite

1. Tap the link to open the invite or open your School App and select Rooms
2. Enter your phone number or email

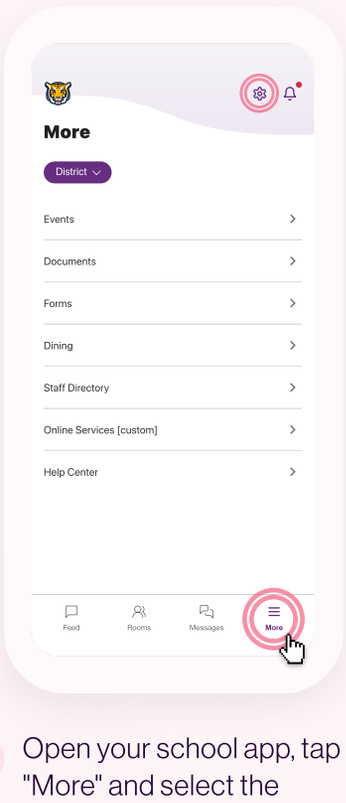
or

Login from School App

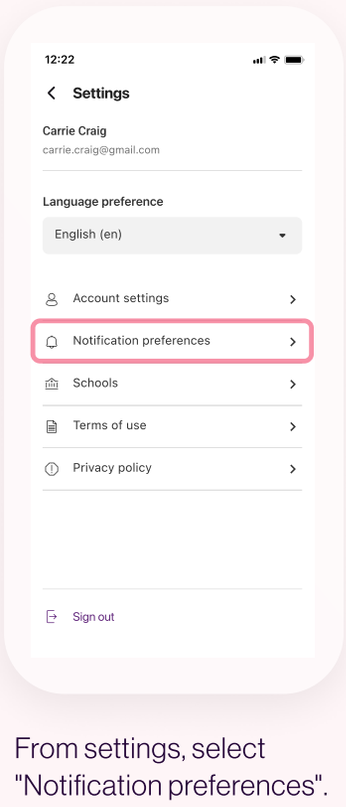
3. Select “Sign in with code”
4. Enter the authentication code received

Set Notification Preferences

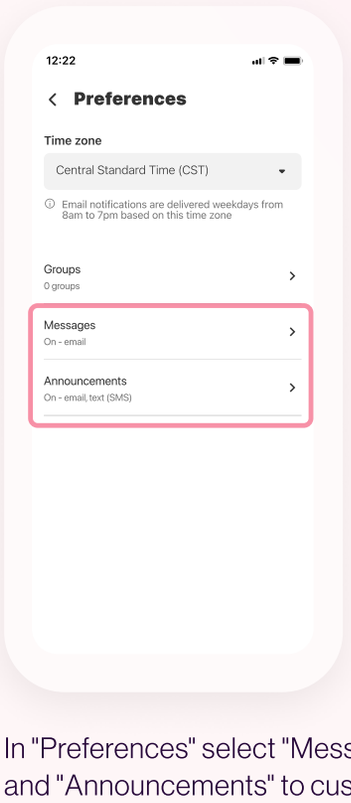
Once you are logged in, you can choose how and when you receive updates.



1. Open your school app, tap "More" and select the settings icon.



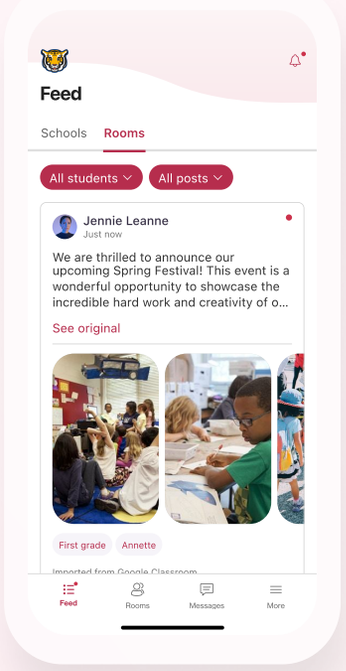
2. From settings, select "Notification preferences".



3. In "Preferences" select "Messages" and "Announcements" to customize your preferences for notifications for each.

Stay Connected

Rooms helps you stay in touch with your child’s teachers and school staff, all from one secure place.



Browse Feed

Stay connected with district and school updates and news.

View Rooms

See announcements, materials, and class info for each class, group or team for your child.

Send Messages

Read, reply, and send messages to your child’s teachers and other staff at the school.

Explore More

Access events, menus, forms, and more for your district.

Need help?

Visit info.apptegy.com/rooms-central or contact your school.

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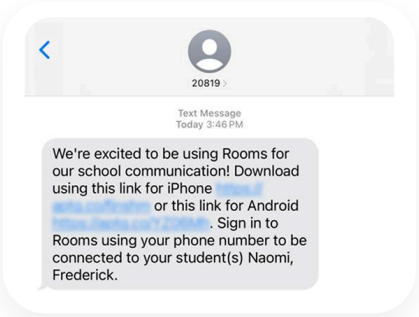
Sign up for Rooms

using your cellphone number or email !

Simply tap the link sent to you via text message and follow these steps:

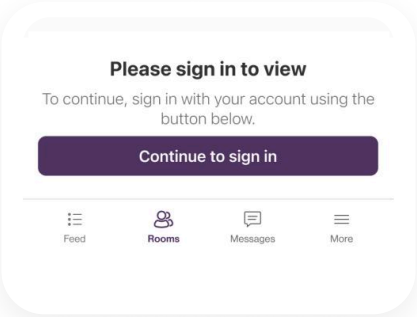


1 If you are a Parent or Guardian, you'll receive a text message or an email inviting you to sign up.

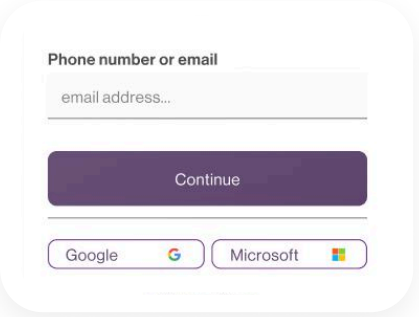


Tap on the link to access your School's app

2 After opening your school's app, tap **"Rooms"** at the bottom, and then **"Continue to sign in"**

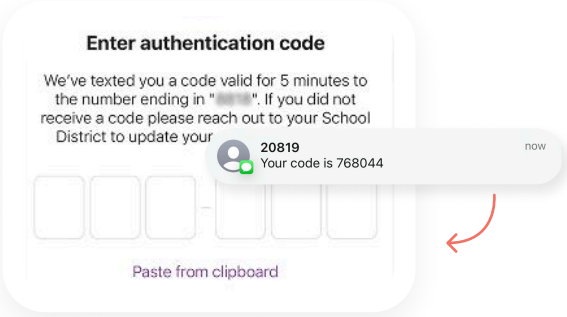


3 Enter the **phone number or email** that received the invitation.

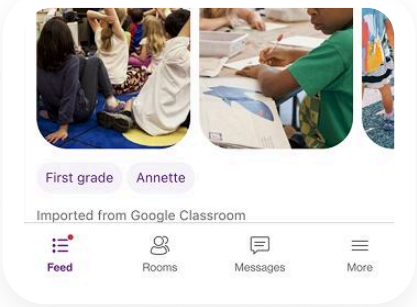


If you enter an email, select ***"Sign in with code"*** in the next screen.

4 Enter the authentication code in the provided field.

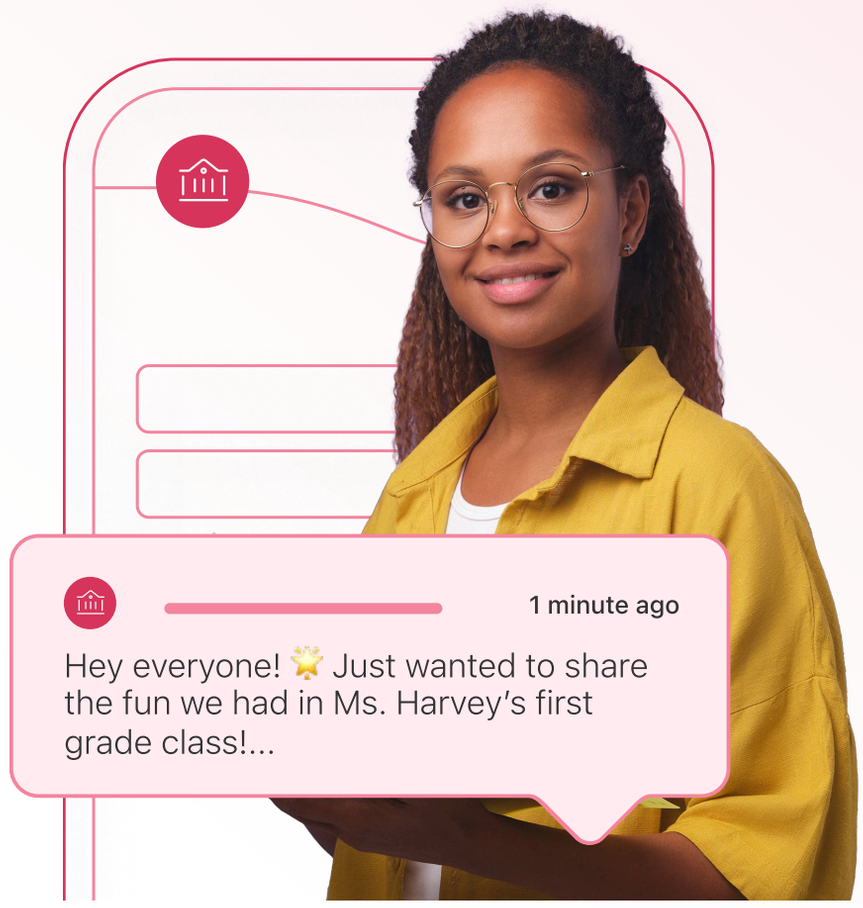


5 Select **"Feed"** to see new posts, **"Rooms"** to see classes, **"Messages"** to read, reply, and send messages, and **"More"** to navigate to other sections of the app.



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Choose the notifications that work best for you



Get School Updates, Your Way

Your school's communication platform, **Rooms**, now gives you the flexibility to choose how and when you receive messages and announcements.

You can be notified by:

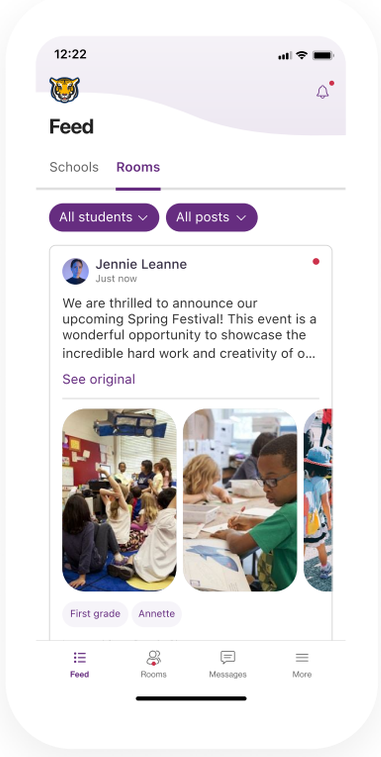
- → **Push Notifications** from your school app
- → **Email Notifications** delivered to your inbox
- → **SMS Text Messages** sent to your phone

Whenever a teacher or staff member sends you a new message or announcement, you can decide how you're notified—and how often. Choose real-time alerts, hourly updates, or a once-a-day digest.

Update Your Notification Preferences

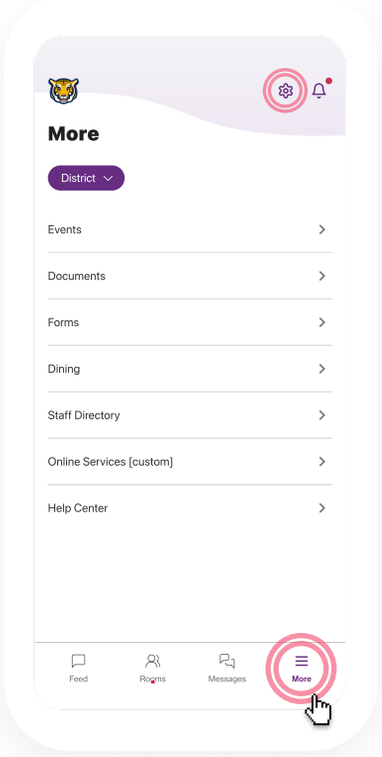
→ If you use the school app

1



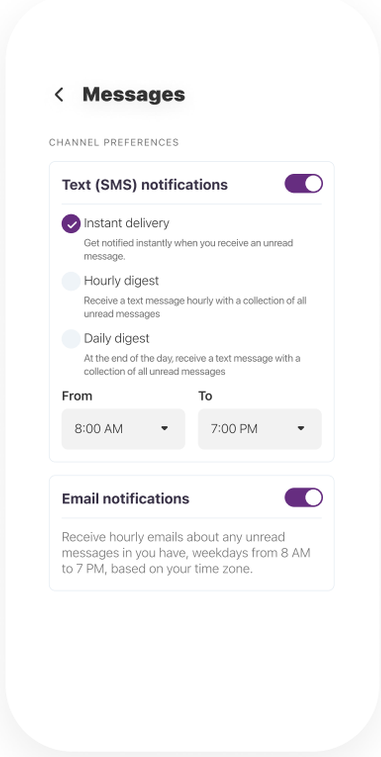
Open the school app

2



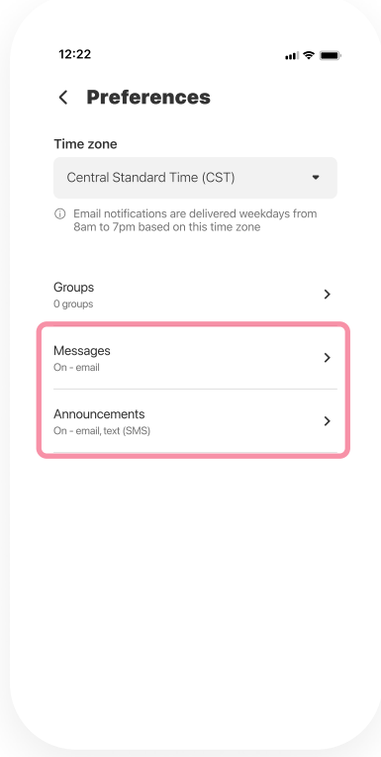
Tap **"More"** and then the Settings Icon at the top right

3



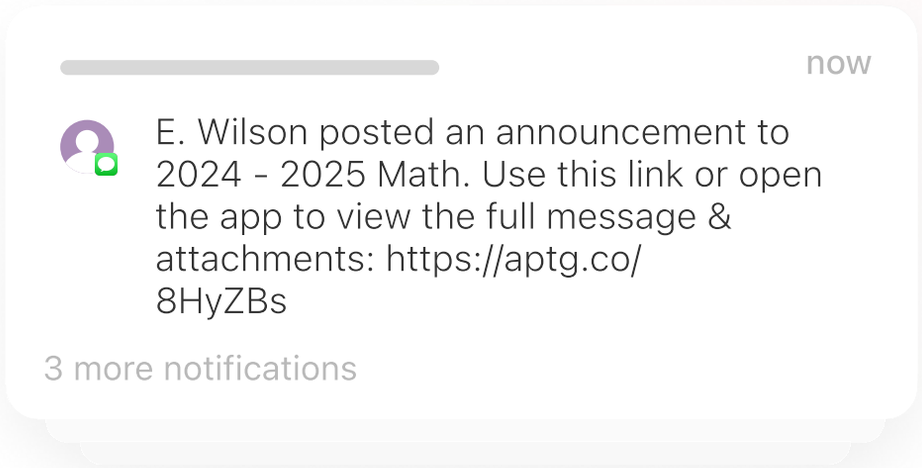
Select **"Notification preferences"**

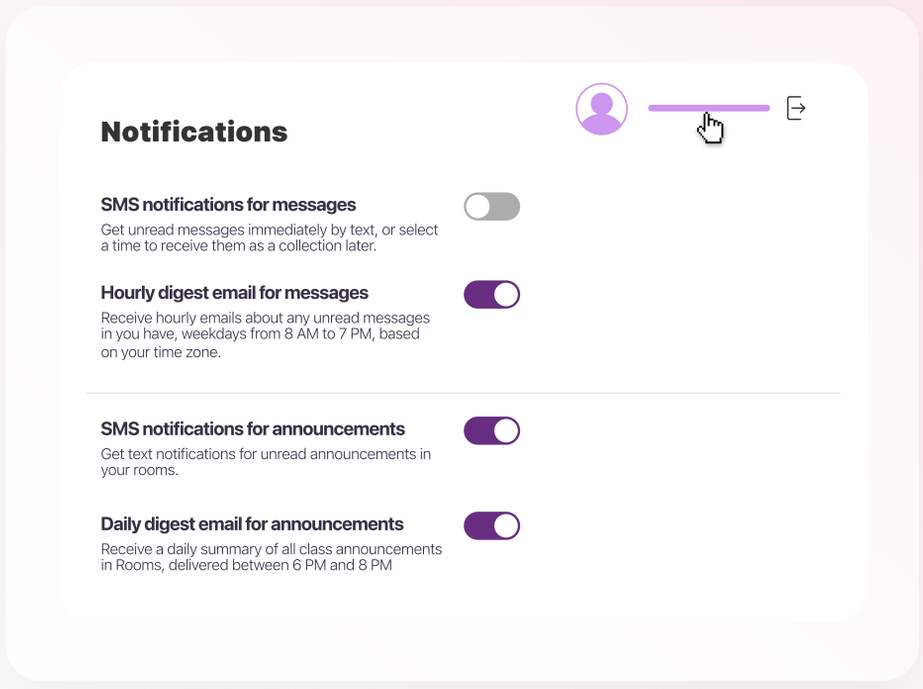
4



Customize your Preferences for **Messages** and **Announcements**

→ If you don’t use the school app





1. **Click the link** when you receive a text message of a new message or announcement
2. **Login** using your mobile phone number on your phone’s web browser
3. **Tap your name** at the top-right corner
4. Scroll to **“Notifications”** and adjust the settings for **Messages** and **Announcements**

Want to opt out of texts?

You can opt out at any time by replying **STOP** to **27806.**

Note: This will stop Rooms message notifications but you will still receive school and district-wide alerts via text.

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The Family Messaging Experience



A Better Way to Stay Connected

Your two-way communication tools have been updated to make it easier than ever to stay connected and informed.

A more streamlined navigation.

Your school app is now easier to use with:

- One navigation and menu bar
- Quick access to Messages, Rooms and Live Feed
- A new notification center at the top right

A unified messaging section.

One “Messages” area for conversations for all of your children and:

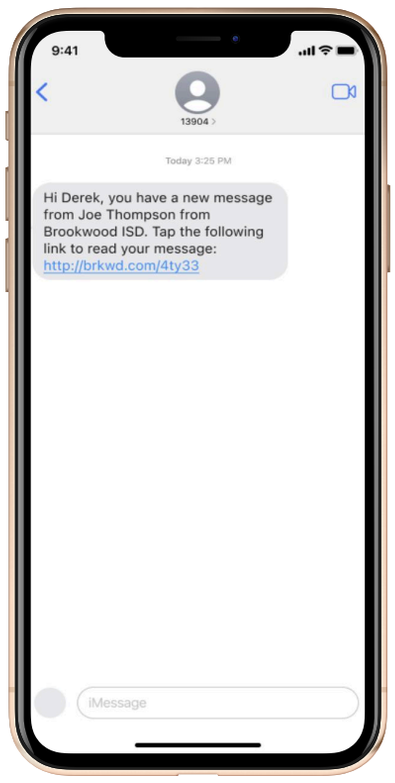
- The ability to contact any staff member in your district
- New tools like reactions, mentions, threads, and more

A new SMS notification option.

Receive a text notification for new updates and:

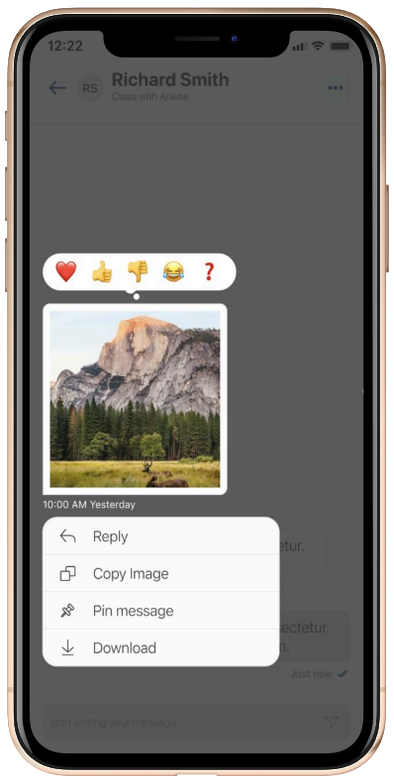
- Click the link to read the announcement or message, and reply
- Control your notification preferences

Your new experience, in action.



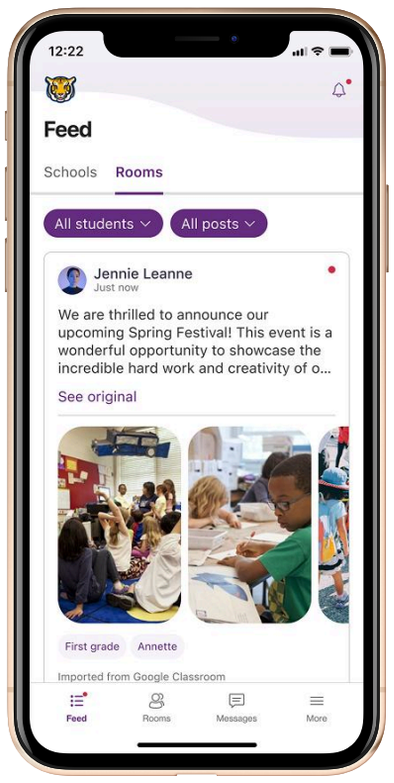
1

Get a text notification for any new message. No additional sign-up is required, this will happen automatically.



2

Tap the link in the text notification to open the message in the school app or via the mobile web. Click the message to use the new reactions.



3

Enjoy a streamlined app navigation that makes it easy to view rooms, stay up to date, and message staff.

Frequently Asked Questions

Who can I contact in the new Messaging section?

- You can easily search to message any of your children's teachers, and even other staff at their school(s) like nurses, counselors, coaches and more.

Who can contact me?

- Any staff member within the district can contact you, including coaches, nurses, and counselors.

Does the SMS notification come from the same short code?

- Yes! All Rooms notifications for new messages and announcements are sent from 27806 and will share the name of the sender, class/school, and include the direct link to the message.

Where do I see my messages in the new experience?

- Once you're logged in via the app or mobile web, click "Messages". This one section will have all of your message threads across all of your children and their classes.

Do I have to receive SMS notifications for messages?

- No. You are opted in to receive them by default so you don't miss any important messages. However, you can opt out of SMS notifications any time by replying "STOP" to any of the text notifications. This will only opt you out of SMS notifications for messages, you will still receive Alerts, like weather closings, from the school via text.

Where can I find events, dining, menus, and other school information?

- All other school information is now accessible from the "More" section in the bottom navigation menu.

Do I need to have the mobile app to view the Message?

- No. If you have the app, once you click the link in the notification, the app will open. If you do not have the app, you will be directed to the mobile web experience. This experience is fully optimized, giving you a seamless way to view and respond to the message, even without the app.

Built to keep you connected.

Never Miss a Message	All Conversations, In One Place	Talk to Teachers, Coaches, and More
SMS notifications ensure you always know when a new update is waiting for you.	See all your Messages in one place, no more switching classes.	Get in touch with anyone supporting your child's success.