



# School Closing System Tutorial

If you experience any technical difficulties with the system, please use the phone system to call in your closing and email the problem to [closing@nbc25.net](mailto:closing@nbc25.net)

1. On [www.minbcnews.com](http://www.minbcnews.com), click on any one of the Weather or School Closing Tabs

2. On the NBC25 Weather Page, Click on any of the School Closing links

3. Click on the Submit Your Listing link

miNBC News | Closings & Delays

To submit closings ...  
If you're already registered in the system, you can use the online school and facility closing system.

## Submit your listing

Or call one of our automated closing lines: (989) 249-5452 or (810) 687-9611

To learn how to use the system, download the [instructions \(1.5 MB pdf\)](#) | [Get Acrobat Reader](#)

[Closings and delays ...](#)

UPDATED WEDNESDAY, OCT 26 AT 9:40 AM

**Durant Turri Mott Elementary:** Closed due to no power, staff do not report

4. Enter your ID Code and Password

**Closings**

Enter your ID Code and Password below. **Note:** The password is case sensitive! You can update your organization's condition as many times as you like.

ID Code:

Password:

Login

**4** Enter your **School ID** and **password**. The numbers will be hidden for security purposes.

ID Code:

Password:

Login

5. Enter your school or businesses' status

**Closings**

Organization:

Choose the main status for your organization.

Primary Status:

Choose an optional secondary status. You cannot select a secondary status unless a primary status is set.

Secondary Status:

If one of the above options does not match your condition, please enter your own custom message below. You cannot use a primary/secondary status with an alternate status. If you want to add a custom comment to a primary status, use the Comments 1 field.

Alt/Other Status:

Save Remove Listing Cancel and Logout

**5** Your organization will be displayed at the top. Choose the **primary status** for your organization and an optional, **secondary status**. The system can customize your closing, in that it you can opt to type in an **alternate status**. Alternate statuses have to be manually approved by the newsroom. So, if you have a unique situation, it is best to call the newsroom. When finished, click **Save**. You can also **remove your listing** or **cancel and logout**.

Closed ...  
Delayed ...  
Opening at ...  
Closing at ...  
Closing early by ...  
No AM kindergarten  
No PM kindergarten  
No after-school or evening activities  
No evening classes  
Services cancelled  
No religious education  
First shift cancelled  
Second shift cancelled  
Third shift cancelled

Monday  
Monday  
Through Monday  
Tuesday  
Through Tuesday  
Wednesday  
Through Wednesday  
Thursday  
Through Thursday  
Friday  
Through Friday  
Saturday  
Through Saturday  
Sunday  
Through Sunday

The NBC25 automated school/facility closing system can also be accessed by calling:

(989) 249-5452 (from the Saginaw area) or  
(810) 687-9611 (from the Flint area)

- You will hear an automated greeting which will take you through your options.
- You will first be required to enter your **School ID** followed by the # key.
- You will then be required to enter your **Password** followed by the # key.
- Next, you will be asked for the **Status Code**. Choose one code from the list below followed by the # key.
  1. School or Facility Close
  2. Delayed
  3. Opening At
  4. Closing At
  5. Closing Early By
  6. No AM Kindergarten
  7. No PM Kindergarten
- You will also be given the option to provide a **secondary status** for your facility. Listen to the prompts for details.
- Your status will be available shortly after your closing is placed on NBC25 and [www.minbcnews.com](http://www.minbcnews.com).

\*Note: If your specific condition is not listed above, or you experience a busy signal, please report your school closing via the web-based system at [www.minbcnews.com](http://www.minbcnews.com) by following the weather link and selecting **School Closings**. The web-based system allows more options and flexibility than the dial in system.

If you experience problems, please email them to [closing@nbc25.net](mailto:closing@nbc25.net).