

Schoolwires Registration

Subscribe to E-Alerts

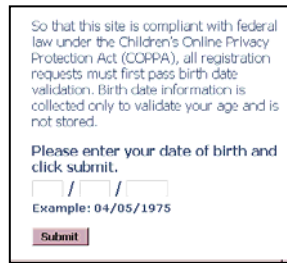
Register and subscribe to receive E-alerts. Receive an email message when changes are made to the faculty member's web page. Receive a broadcast email message from the district when an emergency announcement needs to be made (such as in regards to school closings because of bad weather, etc.).

To Register:

1. Click "REGISTER" from any Schoolwires page.



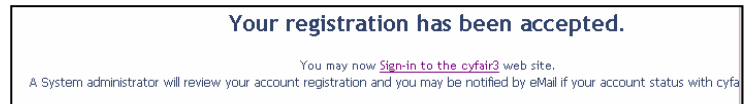
2. Enter your date of birth. Click "Submit."



3. Complete the form. Required fields are marked with an *. Click "Submit."



4. Message on screen: "Your registration has been accepted."



Subscribe to Receive E-Alerts

1. Click "SIGN IN."



2. Enter your "Sign-in Name" and "Password."
Click "Sign In."



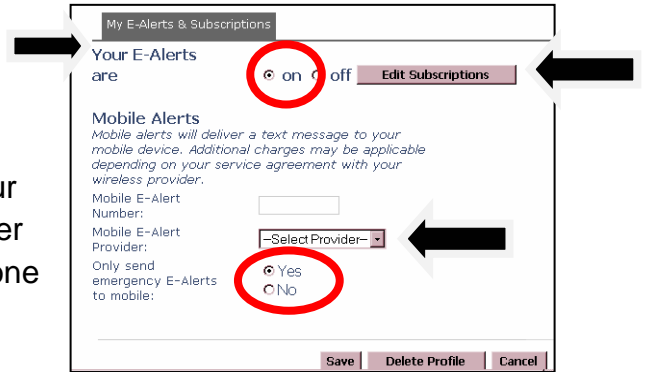
3. Click "ACCESS MY INFO."



4. Revise any profile information, if needed.

5. Scroll to the bottom of the page.

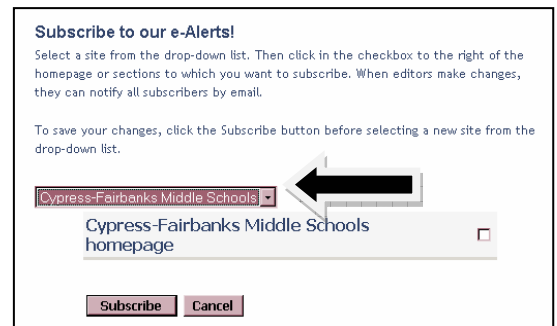
6. Locate the statement, "Your E-Alerts are"
a. Check "on"



7. If you want your E-alerts to also go to your mobile phone, locate the information under "Mobile Alerts" and fill in your mobile phone number, and then select your provider. Save.

8. Click "Edit Subscription" (REQUIRED)

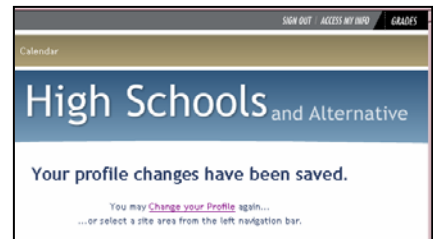
9. Click the down arrow, and select a location. Wait for the next screen.
(This will take a few seconds)



10. Click the box next to the name of the faculty member. You may select more than one faculty member at that location.

11. Click "Subscribe."

12. Screen message will verify that changes were saved.



13. Click "SIGN OUT."

