E-Alerts for Parents

Schoolwires[®] Centricity2™



Table of Contents

What are E-Alerts?	.1
Broadcast E-Alerts	.1
Content E-Alerts	.1
How do I Register as a User?	. 2
How do I Edit My E-Alert Settings?	.2
Mobile E-Alerts	.2
Third-party Alerts	.4
How do I Manage My Content E-Alert Subscriptions?	.5

What are E-Alerts?

E-Alerts are messages sent to you by staff at your School District. There are two types of E-Alerts you can receive: *Broadcast E-Alerts* and *Content E-Alerts*. You must be a registered user to receive E-Alerts.

Broadcast E-Alerts

Broadcast E-Alerts are typically sent to groups of registered users and contain information such as newsletters, emergency closings, cancellations, meeting notices and the like. A Broadcast E-Alert can be delivered as an email message or you may opt to have it sent to your mobile phone as a Short Message Service (SMS) text message.

Content E-Alerts

Content E-Alerts are sent to registered users who have subscribed to a homepage (which includes the homepage calendar) or website sections of interest. For example, you might subscribe to your School District's homepage or to the section of your child's teacher. When the District homepage or the teacher's section is updated and a content E-Alert is sent, you will receive email notification that *content* has modified. The email contains a link that you click to navigate to the subscription location.

How do I Register as a User?

If you do not have a user account and your district has enabled *Self-Registration*, you can create your own user account. Click the Register link in the MyStart Bar to begin.



If Self-Registration is not enabled, contact your school or the site webmaster and ask how to obtain a user account. Contact information should be available on your school or district site.

How do I Edit My E-Alert Settings?

Because your user account includes an email address, Broadcast E-Alert editors are able to send you Broadcast E-Alerts as email messages. If you would like to receive text message Broadcast E-Alerts on your mobile phone, you need to edit your E-Alert Settings.

You must also edit your E-Alert Settings if you wish to receive Third-party Alerts (Amber Alerts and Severe Weather Alerts).

Mobile E-Alerts

Here's how you sign up to receive SMS t ext message Broadcast E-Alerts.

1. Sign in to the school website.



- 2. Click My Account. A drop-down list displays.
- 3. Click Edit Account Settings. The Account Settings window opens on the General tab.



4. Click E-Alert Settings in the left column.

pdate y	our personal information and acc	count settings below. Sign Ou
1 Ini	formation	E-Alert Settings
¥ ⁰⁾ E−	Alert Settings	Sign up below to receive text message Broadcast E-Alerts. Additional charges may apply dependit on your wireless provider service agreement.
🖬 Su	bscriptions	Mobile E-Alerts
👂 Pa	ssKey Accounts	10 Digit Mobile Number:
Cł	nange Password	I Mobile Provider:
De	elete Account	Select Provider Send me only emergency mobile E-Alerts.
		Save Changes
		Third-party Alerts Click a service below to sign up.
		Wireless AMBER Alerts
		The Weather Channel

- 5. Enter your ten-digit Mobile Number (e.g., 1234567890).
- 6. Select your Mobile Provider from the drop-down list.
- 7. If you wish to only receive mobile Broadcast E-Alerts if they are flagged as *Emergency*, click the *Yes* radio button. By default, the *No* radio button is selected.
- 8. Click Save Changes.

Third-party Alerts

Here's how to sign up for a Third-party alert.

1. Sign in to the school website.



- 2. Click My Account. A drop-down list displays.
- 3. Click Edit Account Settings. The Account Settings window opens.

n District Home	Select a School	-	Translate this page	-	Site Manager	My Account 🔻	My Pass	Keys		٩
*	Happy Valley Putting Children First	7 Sc	chool Distric	t	Edit Accou	Int Settings		ॉ Menus	& Email	C ontact

- 4. Click E-Alert Settings in the left column.
- 5. Click on Amber Alerts or Severe Weather Alerts. The site you selected launches.

date	Eric Sparks! e your personal information and acc	ount settings below. Sign Ou
	Information	E-Alert Settings Sign up below to receive text message Broadcast E-Alerts. Additional charges may apply dependir
0)	E-Alert Settings	Sigh up below to receive text message broadcast E-Alerts. Additional charges may apply dependit on your wireless provider service agreement.
1	Subscriptions	Mobile E-Alerts
•	PassKey Accounts	10 Digit Mobile Number:
	Change Password	Mobile Provider:
	Delete Account	Select Provider
		Third-party Alerts Click a service below to sign up.
		Wireless Amber Alerts
		Alerts
		The Severe Weather Alerts

6. Follow the site's subscription instructions.

How do I Manage My Content E-Alert Subscriptions?

In order to receive Content E-Alerts, you must first subscribe to areas on the website. When an editor of an area to which you have subscribed modifies content within that area and sends a Content E-Alert, you receive email notification indicating that content has been updated. Click the link in the email message to navigate directly to the subscribed area.

Here's how you manage your subscriptions.

1. Sign in to the school website.



- 2. Click My Account. A drop-down list displays.
- 3. Click Edit Account Settings. The Account Settings window opens.



4. Click Subscriptions in the left column.

	, Eric Sparks! te your personal information and acc	count settings below.
1	Information	Subscriptions
[®] ₩º	E–Alert Settings	If you want to, you can subscribe to areas of our website. When those areas are updated, editors can email you to let you know that content has changed. Area editors can also send you newsletters and other notices if you are a subscriber. To subscribe to areas that are of interest to you, click Manage
	Subscriptions	Subscriptions. Manage Subscriptions
P	PassKey Accounts	We noticed that you haven't subscribed to any areas of our website. Click Manage Subscriptions to get started.
٩	Change Password	ger surreu.
Ô	Delete Account	

5. Click Manage Subscriptions. The Manage Subscriptions window opens.

6. Use the **Homepages and Calendars** tab to subscribe to the homepages and calendars of your district or school sites. Click the checkbox to the left of a site to select it.

Manage Subscriptions Search for content that is of interest to you, and place a chee area. Be sure to browse both the Homepages and Calendars to	ckmark next to each area you wish to subscribe to. You can unsubscribe by removing the checkmark next to an tab, and the Other Areas of interest tab.
Homepages and Calendars Other Areas of Inter-	
Place a checkmark next to each homepage and calendar of i	interest.
Happy Valley Elementary School	Happy Valley High School
Happy Valley Middle School	Happy Valley School District
I'm Done	

- 7. Use the **Other Areas of Interest** tab to select sections of interest. You can browse through all areas. Or, you can filter by District or School sites, by Channels or enter a search string. Click the checkbox to the left of a section to select it.
 - a. To filter sections, select a District or School site and Channel combination.
 - b. To further limit your results, you can enter all or part of a section name in the search field and click **Search**.

	ce a checkmark next to each area you wish to subscribe to. You can u lendars tab, and the Other Areas of Interest tab.	insubscribe by removing the checkmark next to a
ind Calenda's Other Areas	of Interest	
search for a specific area using the search box on t of interest. Happy Valley High School	he right, or use the dropdown menus to create filtered lists of areas to Staff	to choose from. Place a checkmark next to each a
🗆 Sparks, E	🗆 Sparks, Eric	
Happy Valley High School / Staff / Sparks, E	Happy Valley High School / Staff / Sparks, Eric	
I'm Done		

8. Click I'm Done. Your selections display under Manage Subscriptions.

	Manag	e Subscriptions	
To unsubscribe from an area click Remove .		Happy Valley Middle School Happy Valley Middle School	Remove
	m	Sparks, Eric Happy Valley High School / Staff / Sparks, Eric	Remove