

PARENTS - How to edit your E-Alerts & Subscriptions

In order to receive an email when your child's teacher or school changes important info on the web site you must subscribe to a homepage or section. You must also have E-Alerts activated in your User Profiles in order to subscribe to any homepages or sections.

Subscribing to Content E-Alerts

To receive Content E-Alerts for a homepage or *section* when an editor changes content and sends a Content E-Alert:

1. Sign in to the website. Note: You must be a registered user to sign in.
2. Click on the *Access My Info* button on the *MyStart* bar. A User Profile like the one shown in Figure 1 will display. The *My Profile* tab will display at the top, and the *My E-Alerts & Subscriptions* tab will display at the bottom.

My Profile

Please update your information in the form below.

* = Required Field

First Name: *

Last Name: *

Title:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone:

Fax:

Email Address: *

Sign-In Name: *

Password: *

Confirm Password: *

My E-Alerts & Subscriptions

Your E-Alerts are on off

Figure 1: User Profile

3. If your Content E-Alerts are off, click on the radio button to the left of "on." If your Content E-Alerts are on and you simply want to modify your homepage and *section* subscriptions, skip to Step 6.
4. Click on the *Save* button. You will see a confirmation message like the one in Figure 2.

Your profile changes have been saved.

You may [Change your Profile](#) again...
...or select a site from the navigation bar.

Figure 2: Profile change confirmation message

5. Click on the Change your Profile link. The *My Profile* tab of the User Profile window like the one shown in Figure 3 will display. Notice that the *Edit Subscriptions* button is now showing.

The screenshot shows a web form titled "My Profile" with a sub-header "Please update your information in the form below." and a legend "* = Required Field". The form contains the following fields:

- First Name: Jane *
- Last Name: Doe *
- Title: (empty)
- Address 1: (empty)
- Address 2: (empty)
- City: (empty)
- State: (empty)
- Zip Code: (empty)
- Phone: (empty)
- Fax: (empty)
- Email Address: jdoe@schoolwires.com *
- Sign-In Name: jdoe *
- Password: (masked with dots) *
- Confirm Password: (masked with dots) *

Below the form is a section titled "My E-Alerts & Subscriptions" containing the text "Your E-Alerts are" followed by radio buttons for "on" (selected) and "off". To the right of this text is a button labeled "Edit Subscriptions", which is highlighted with a red arrow. At the bottom of the form are three buttons: "Save", "Delete Profile", and "Cancel".

Figure 3: User Profile with Edit Subscriptions button showing

6. Click on the *Edit Subscriptions* button. The User Profile will open to the *Edit Subscriptions* tab.

7. Use the drop-down list to select the *site* or *subsite* containing the homepage or *sections* to which you want to subscribe.

My Profile **Edit Subscriptions**

Subscribe to our e-Alerts!
 Select site areas that you would like to subscribe to. Subscribers will receive an eMail notification when important content is posted to this area of the website.

Happy Valley School District ▼

🏠 Happy Valley School District homepage

Academics

Curriculum Guides

Honor Roll 2006-2007

Activities

Athletics

Extracurricular

Music

Our District

Our History

The Future

Today

Staff

Staff Directory

Teacher Directory

Subscribe **Cancel**

Figure 4: Edit Subscriptions tab in the User Profile

8. Click in the box to right of each homepage or *section* to which you want to subscribe. In the example above, the user is subscribing to the District homepage and Music *section*.

9. Repeats Steps 7 and 8 until you have completed subscribing to all desired sections.

10. Click on the *Subscribe* button at the bottom of the window. You will see a confirmation message like the one shown in Figure 5. You will now receive an email when an editor for the homepages or *sections* to which you subscribed changes the content and sends a Content E-Alert.

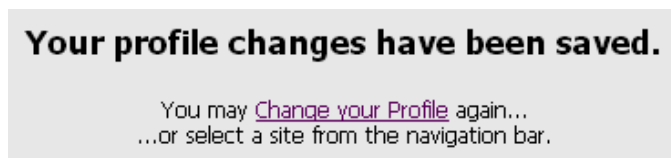


Figure 5: Profile change confirmation message

11. You may click on the Change your Profile link to go back into your User Profile OR you may click on an item in the *MyStart* bar or the *Channel* bar.