



# Content E-Alert Directions

In order to provide the best possible communication between our district and your household, we request that you complete 3 easy steps to register on our website and subscribe to E-Alerts for sites and sections that you find relevant.

## Step 1: Sign Up

1. Click **Sign Up** at the top of our website to create your account
2. Enter your **Birthdate** and click **Submit**
3. Enter your **First Name, Last Name, and Email Address**
4. Enter a **User Name** that you prefer to use (we recommend using your email address)
5. Enter a **Password** that you prefer to use
6. Click **I HAVE READ AND AGREE TO THE TERMS OF USE**
7. Click **Submit**

## Step 2: Sign In

1. Click **Sign In** located at the top of our website
2. Sign in using the **User Name** and **Password** that you created in **Step 1**

## Step 3: User Options

1. Click **User Options** at the top of our website after you have signed in
2. Click **Edit Account Settings** from the dropdown menu
3. Click **Subscriptions** to manage your subscriptions
4. Click **Manage Subscriptions** to select Homepages that you would like to receive Content E-Alerts from
5. You can also click the **Other Areas of Interest** tab to select specific areas of our website
6. Click **I'm Done** to complete the subscription process

## Note:

Whenever you are signed into our website you may see a **Subscribe** button on individual pages that will allow you to subscribe as well.