

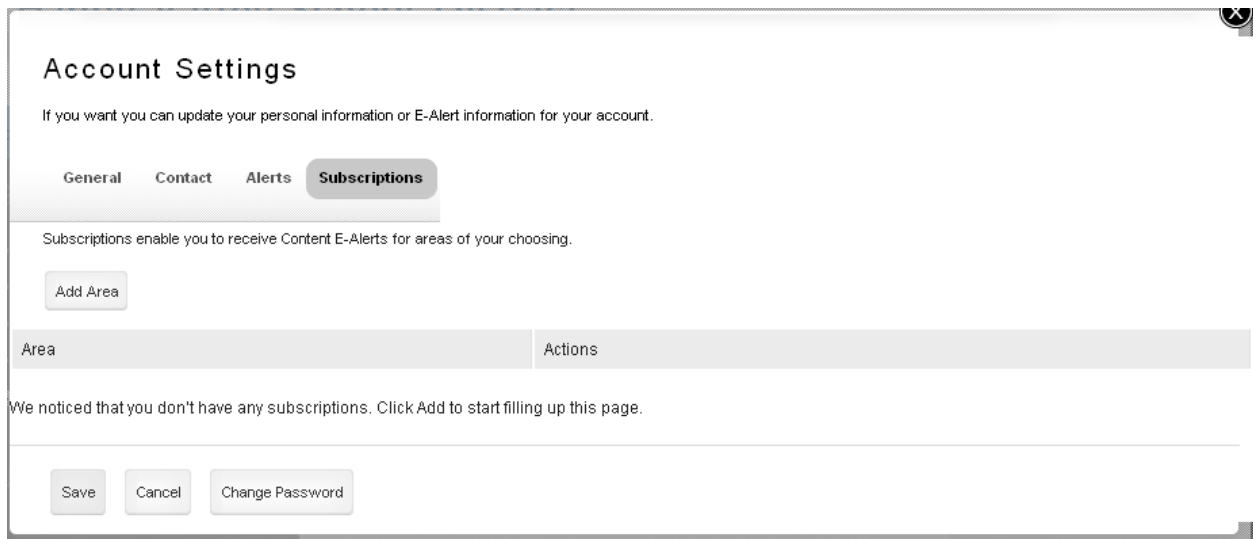
E-Alerts

What are E-Alerts?

E-Alerts allow your school's staff to easily communicate with you via email or SMS text message. Content E-Alerts allow the website editors to send emails to you when they make changes to specific areas on the website. In order to receive these Content E-Alerts, you must be registered on the site and subscribe to E-Alerts. The email message that you will receive contains a link to the area where it was sent from, allowing you immediate and direct access.

How do you subscribe to Content E-Alerts?

1. Sign in to the website clicking the **Sign-In** button in the MyStart bar at the top of the screen.
Note: You must be a registered user to sign in.
2. Once you are signed in, click **My Account** on the MyStart bar.
3. From the dropdown menu, click **Edit Account Settings**. The Account Settings window will display.
4. Click **Subscriptions**. The **Subscriptions** tab appears, as shown below.



The screenshot shows the 'Account Settings' page with the 'Subscriptions' tab selected. The page title is 'Account Settings' and the subtitle is 'If you want you can update your personal information or E-Alert information for your account.' The navigation tabs are 'General', 'Contact', 'Alerts', and 'Subscriptions'. Below the tabs, there is a section titled 'Subscriptions enable you to receive Content E-Alerts for areas of your choosing.' with an 'Add Area' button. A table with columns 'Area' and 'Actions' is present, but it is empty. A message below the table says 'We noticed that you don't have any subscriptions. Click Add to start filling up this page.' At the bottom, there are three buttons: 'Save', 'Cancel', and 'Change Password'.

To subscribe to an area:

1. Click **Add Area**. The Add Subscriptions window will display.
2. In the Search field, enter some or all of the area's name. If you can't locate the area, leave the field blank and click **Search**. This will display all available areas.
3. Check the box next to the area(s) you wish to subscribe to.
4. When finished, click **Save**.

How do you unsubscribe to an E-Alert?

1. On the Subscriptions tab, click **Remove** next the area from which you'd like to unsubscribe.