

# 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).

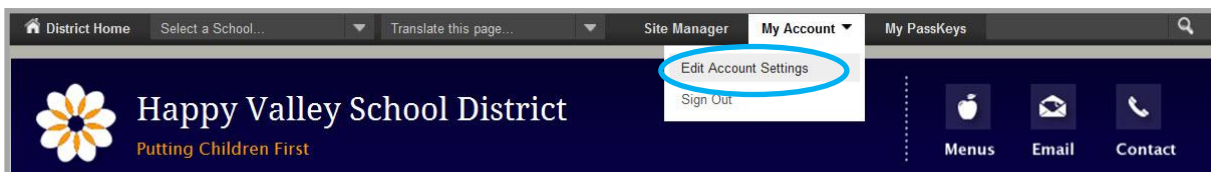
## Mobile E-Alerts

Here's how you sign up to receive SMS text 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.



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

Hi, Eric Sparks!

Update your personal information and account settings below. [Sign Out](#)

**Information**

- E-Alert Settings**
- Subscriptions
- PassKey Accounts
- Change Password
- Delete Account

### E-Alert Settings

Sign up below to receive text message Broadcast E-Alerts. Additional charges may apply depending on your wireless provider service agreement.

#### Mobile E-Alerts

10 Digit Mobile Number:

Mobile Provider:


Send me only emergency mobile E-Alerts.


Yes  No

**Save Changes**

#### Third-party Alerts

Click a service below to sign up.

 **Amber Alerts**

 **Severe Weather Alerts**

- Enter your ten-digit Mobile Number (e.g., 1234567890).
- Select your Mobile Provider from the drop-down list.
- 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.
- Click **Save Changes**.

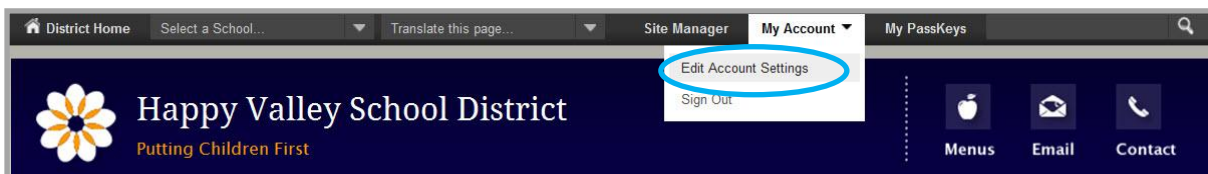
### Third-party Alerts

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

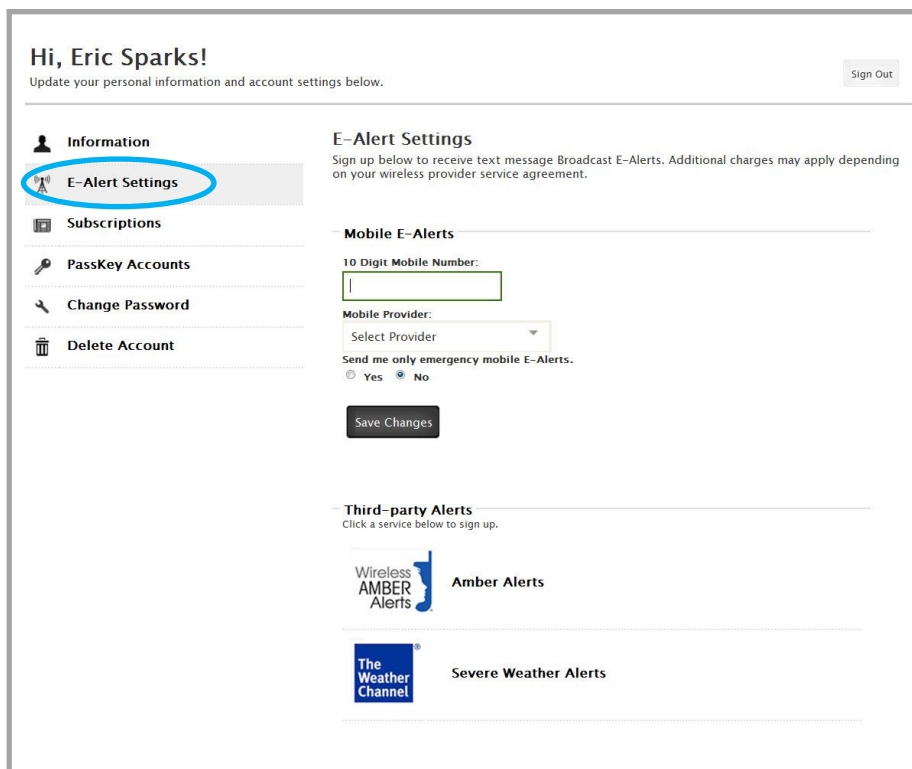
1. Sign in to the school website.



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



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



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.

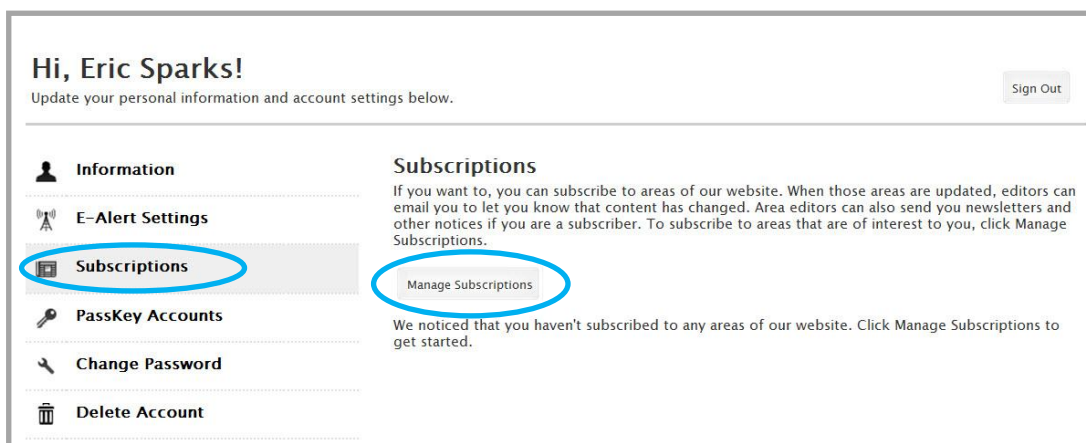
1. Sign in to the school website.



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

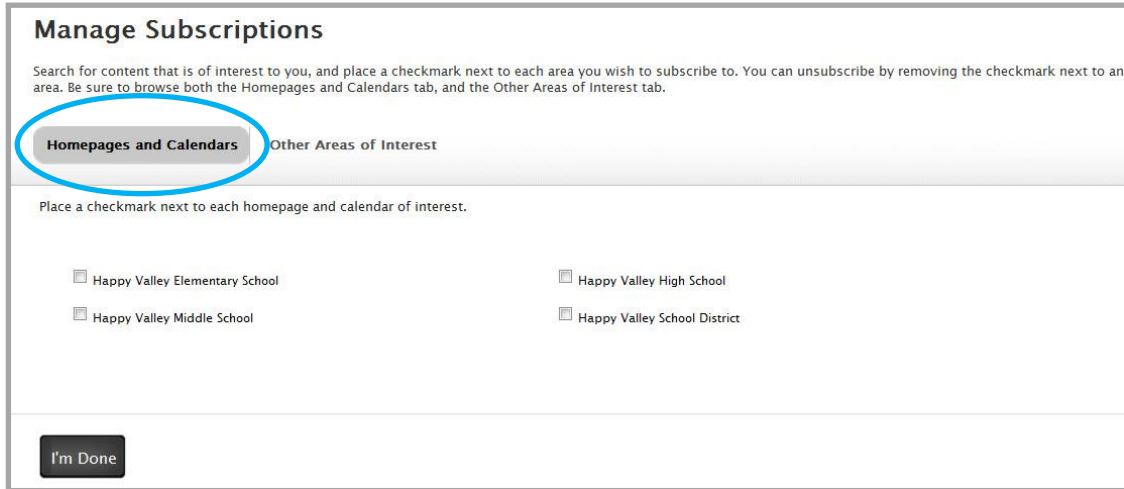


4. Click **Subscriptions** in the left column.

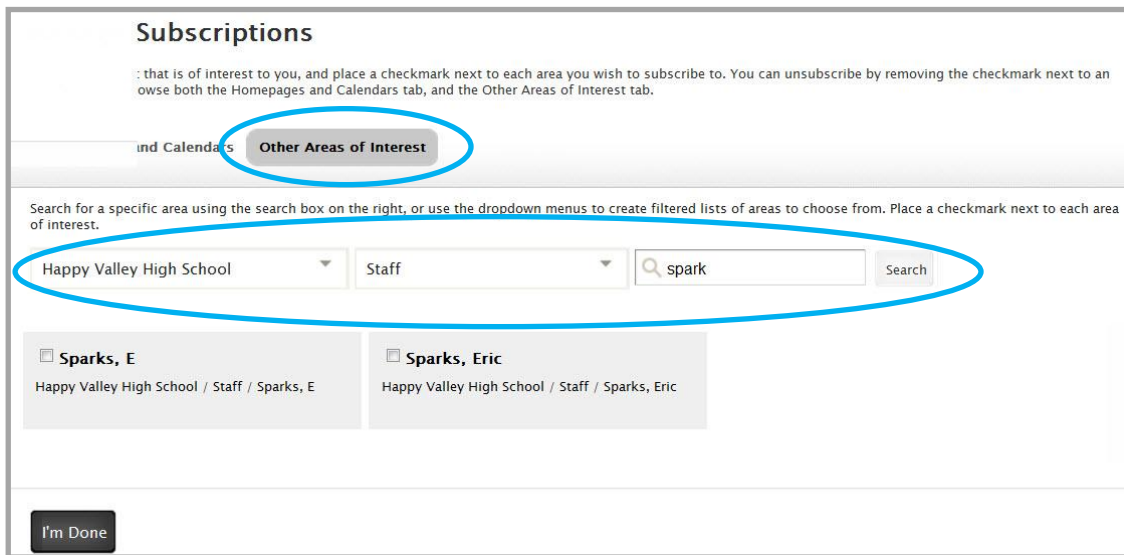


5. Click **Manage Subscriptions**. The Manage Subscriptions window opens.

- 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.



- 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.
  - To filter sections, select a District or School site and Channel combination.
  - To further limit your results, you can enter all or part of a section name in the search field and click **Search**.



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

To unsubscribe from an area click **Remove**.

