

On Line **NOT** On Paper with **eAlerts!**

If you have not already done so, register and subscribe NOW, following Steps 1 and 2 below, to receive email notification of important USCS D information!

If you have already registered, please change your subscriptions as necessary, following Step 2.

The district continues its efforts to provide the most effective and efficient communication between the Upper St. Clair School District and your family by implementing the **eAlerts** feature on our websites. An “**eAlert**” allows a web site editor to notify subscribers when they make changes/additions to pages, sections or calendar events. You must register first then subscribe to different building sites and different sections. Then, as a registered subscriber, you will receive an email when there is an eAlert created on a page to which you have subscribed. It’s a notice of something of interest or something that needs to be “sent home.” That email will contain a link to the page/section and will provide you with immediate and direct access for viewing.

The **eAlerts** process is meant to replace any paper documents, flyers, etc. that used to be sent home with students, including any flyers from the PTAs or other groups. The USC School District is making a concerted effort to change the way we communicate with our families and to enable that communication to become more effective, efficient and timely. This will greatly decrease our paper and operational costs while providing our families with a more preferred method of communication.

Registration and then subscription is a two step process. Before you **SUBSCRIBE** to any site(s), you must first **REGISTER**. Registration is a one-time procedure – you will not have to repeat it each year. You will, however, have to update your subscriptions each year as your child moves to a different grade level or building.

Once you have registered and subscribed, you will receive an email when there is an important eAlert on any of your subscription pages. You will **NOT** receive eAlerts email for any sites or pages to which you have NOT subscribed. And you will only receive eAlerts if the web page editor feels it is necessary. In other words, it’s a conscious choice made by the web editor to send an eAlert – you will not necessarily receive an eAlert every time there is any kind of change made. Remember ... **Register**, then **Subscribe!** If you encounter any problems, please email the USCS D webmaster at wem@uscsd.k12.pa.us.

NOTE: Some users may have to white list the following address to ensure receipt of an eAlerts since some providers may see it as spam. The address to white list is wem@uscsd.k12.pa.us.

The Upper St. Clair School District strongly supports this new process. We firmly believe that this will greatly improve communications with our school families while making us all environmentally supportive members of a more paperless community.

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► Step One: **REGISTER** – for New Users ONLY!

(Skip this Step One if you have previously registered – move to Step Two, item 1.)



To register yourself for eAlerts from Upper St. Clair School District:

1. Go to our main USCS D website at www.uscsd.k12.pa.us.
2. Click on the **Register** button in the top navigation bar on the right. A birth date validation window will appear. Validation of birth dates is required to ensure that the registration process is compliant with the federal law under the Children’s Online Privacy Protection Act – COPPA.
3. Enter your birth date in the format mm/dd/yyyy; click the **Submit** button.
4. In the next registration window that appears, enter your information. The required fields are in bold with asterisks at the end of the field box. Your sign in name (between 1 and 30 characters) is one of your own choosing, as is the password (up to 14 characters).
5. Make sure that you select **Please send me emails about Events and Activities**. When you have completed all of the required information, click the **Submit** button. You will receive a confirmation message stating that your registration has been accepted. You may now sign into the website and subscribe to different sections and pages.

► Step Two: **SUBSCRIBE**

(Repeat this step each year once you have registered – moving to item 1 and changing subscriptions as needed.)

Sign in to the website using your Sign In Name and Password as you entered them when you registered. Please note ... after registration, you should have received an email with your sign-in information. Save that in a safe place for future reference, if needed. If you forget your sign-in name or password, you can click on the Forgot Sign-In Information button on the Sign In screen and it will be emailed to you. Signing into our website allows you to subscribe to the building sites and pages that interest you. You would also sign in if you need to change your password, your email address, etc. **In addition, at the beginning of every school year, you should sign in to make any changes to your subscriptions as your child “graduates” to another grade level.**

To sign in and begin the subscription process:

1. Go to our main USCS D website at www.uscsd.k12.pa.us.
2. Click on the **Sign In** button in the top navigation bar on the right. A Sign In window will appear.
3. Enter your Sign In Name and Password; click on the **Sign In** button. If this is the first time you have signed in to the website, you will see a welcome message; just click **Continue on to the Main Area**.
4. Click on the **Access My Info** button in the top navigation bar on the right. Your User Profile window will appear. (Note: If you need to change any of your personal information, you can do so now then click the **Save** button at the bottom of the window.)
5. To begin entering your subscriptions, scroll to the bottom of the window and click on the **Edit Subscriptions** button under the **My E-Alerts & Subscriptions** tab. The User Profile will open to the **Edit Subscriptions** tab.

Sign-In Name: *
Password: *
Confirm Password: *

My E-Alerts & Subscriptions
Your E-Alerts are on off **Edit Subscriptions**

Subscribe to our e-Alerts!
Select a site from the drop-down list. Then click in the checkbox to the right of the homepage or sections to which you want to subscribe. When editors make changes, they can notify all subscribers by email.

To save your changes, click the Subscribe button before selecting a new site from the drop-down list.

Upper St. Clair School District
Upper St. Clair School District homepage
Academics
Curriculum in our buildings

6. You should complete the subscription process on one of our sites and click **Subscribe** before selecting another site to subscribe. In the **Edit Subscriptions** tab, there is a Site and Subsite drop-down list. The default is the Upper St. Clair School District main website.
7. In order to receive district-wide eAlerts as necessary, you must subscribe to the **District homepage** at this time. Click in the box to the right of that listing, the first in the District list. You also need to click on the **USC PTA Council** listing. Then click beside any other pages from which you would wish to receive eAlerts.

8. When you are done making all your choices for the USCS D main website, click **Subscribe** at the bottom. You will see a confirmation window that indicates that your profile changes have been saved.
9. Now, click on **Change your Profile again** in that window to subscribe to your child’s building website. This will take you back to the **User Profile** window. Click on the **Edit Subscriptions** button, select your child’s building from the drop-down list. Click in the box next to that **Building homepage** listing, the **Building PTA** listing, perhaps your child’s teacher section, and any others that interest you. When you are done making your choices for the building website, click **Subscribe** at the bottom. You will again see a confirmation window that indicates that your profile changes have been saved.
10. If you have more children and need to subscribe to other buildings, repeat steps 8 – 10 for each of those buildings until you have completed subscribing.
11. After your last subscription, and upon seeing the final confirmation window, click on **Sign Out** in the top navigation bar to exit your session.

Note: It is imperative that you sign up for, **at the very least**, the **Homepage** and the **USC PTA Council** section on the main district site. At any of the building sites, please sign up for the same – the **Homepage** and the building **PTA** section - as well as your child’s Teacher section and any other pages from which you would wish to receive eAlerts. This will ensure that you receive eAlert emails from the administration, the classroom, and the PTAs as we go **“Online”** not **“On Paper.”**