

On Line NOT On Paper ... Signing up for E-Alerts!

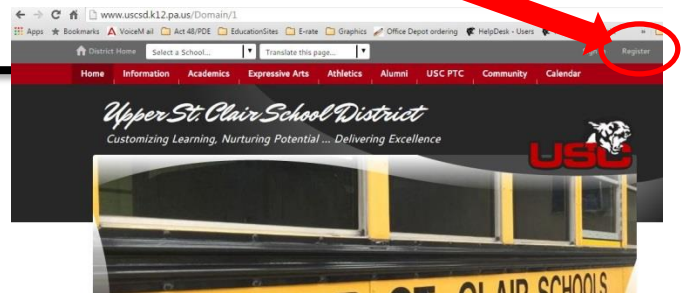
Upper St. Clair School District has made a commitment towards a paperless initiative in the schools – providing information **ON LINE** not **ON PAPER**. Most of our non-curricular paper communications will be replaced with web site postings and email alerts, a more timely and cost effective method of sharing. These **E-Alerts** allow us to send emails to you when changes are made to specific areas of the websites and/or when important information must be communicated to our families. However, to sign up for these very important messages, you must first **Register** on our web site and then **Subscribe** to the areas from which you want to receive **E-Alerts**. After registering and subscribing, E-Alert emails will automatically be sent to your mailbox. (Please note ... these emails will be sent from SchoolWires E-Alert System with an address of wem@uscscd.k12.pa.us - this address may need to be whitelisted in your email account.)

“Signing up” to receive E-Alerts is a two-step process – first you **REGISTER** your email address and then you **SUBSCRIBE** to those sites from which you wish to receive email alerts.

- **Registering** is a one-time procedure. You register your email address only once, make note of your sign in name and password, and then never have to worry about it again unless you’re updating your account information. Directions on how to register are outlined below. But remember ... you only have to register once, not again year after year.
- **Subscribing** is an on-going process, usually updated annually as your child moves from teacher to teacher and building to building. The process to updating your subscriptions is an easy one and is outlined on page two of this guide.

REGISTER

*(For New Users ONLY – if you are already receiving E-Alerts you **DO NOT** need to register again. To change your Subscriptions only, go to page two of these guidelines under Subscribe.)*



1. Click **Register** on the MyStart navigation bar at the top of the web page. A **Birth Date Validation** window, like the one shown here, displays. Validation is required to ensure that the registration process is compliant with federal law under the Children’s Online Privacy Protection Act (COPPA).
2. Enter **YOUR** birth date in the format mm/dd/yyyy – **NOT your child’s birthdate**.
3. Click **Submit**. A registration window displays, requesting various fields of information. Note that required fields have a red triangle in the upper right corner of the data field box.
4. Enter your registration information.
 - Your **user name** should be no more than 30 characters
 - Your **password** should be no more than 14 characters. Passwords are case sensitive. No one can see your password.
 - **Record** your user name and password for use in the future.
5. You might want to include your zip code when completing this form. This enables distance calculation for calendar events or Maps & Directions apps.
6. Click **Submit**. A confirmation message, similar to the one below, displays.

A screenshot of a 'Birth Date Validation' form. It contains a text input field with the placeholder text 'Enter your birth date and click submit.' and an example '04/05/1975'. Below the input field are three separate dropdown menus for selecting the month, day, and year. A 'Submit' button is located at the bottom of the form.

Success! You have registered for this site. You can now **sign in**. Click **My Account** to edit your account settings and subscriptions.

SUBSCRIBE

(Already registered – time to subscribe! You will probably repeat this step on an annual basis, or as needed, in order to keep current with your subscriptions according to your child's placement.)

1. Click **Sign In** on the web site My Start navigation bar at the top right of the web page. Enter the user name and password you created previously when you registered then click the **Sign In** button at the bottom of the box.

2. You will now see a link for **My Account** at the top of the web page. Click **My Account** and a drop-down list will display. From the drop-down list, select **Edit Account Settings**.

3. A new window, listing different options, displays. Click **Subscriptions** from the list on the left hand side of this

4. The Subscriptions window displays. Click **Manage Subscriptions**. (Once you have completed your subscriptions, this window will show you all the sites from which you will receive eAlerts. You will then be able to edit that list from this screen by clicking on Remove.)

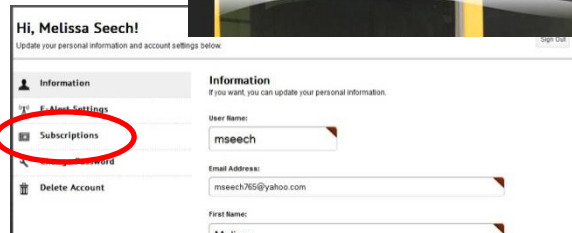
5. In the **Manage Subscription** window, you have two choices.

A. Step 1 – the **Homepages and Calendars tab – a **MUST DO!****

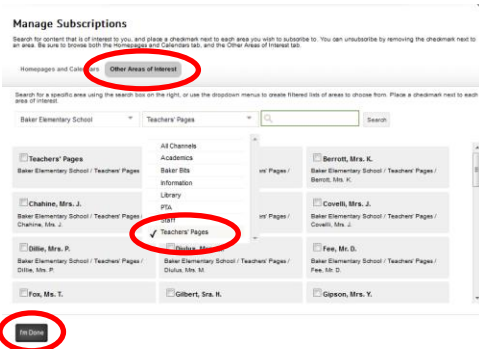
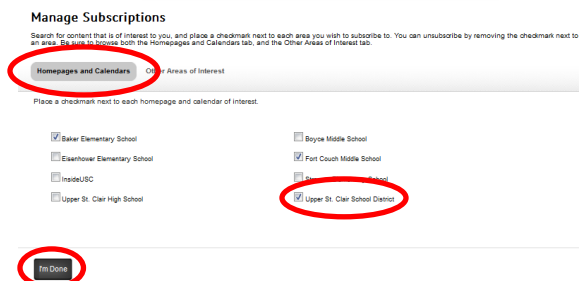
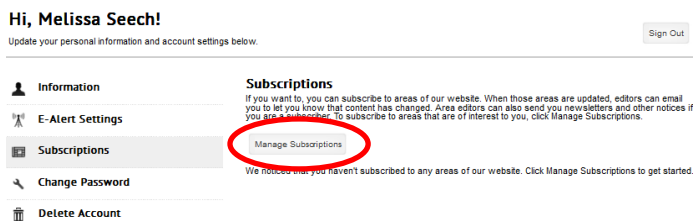
- Check the box that corresponds to the Site or Sites to which you wish to subscribe. This is a quick and easy way to sign up for the home page E-Alerts from any building site. You will only receive alerts originating from the home page of the site you've selected. **We request that you check off, at the very least, the listing for Upper St. Clair School District – this is the main site and it is from here that the general district alerts will be sent.** We also strongly suggest that you check off each site in which you have a child enrolled.
- Click **I'm Done** at the bottom of the window. The Subscription window displays revealing the selection(s) made.

B. Step 2 (Optional) – the **Other Areas of Interest tab:**

- Click Manage Subscriptions and then the **Other Areas of Interest** tab.
- From the drop-down menus provided, you can choose a particular Site, then Channels, and then Sections on any building web site. This is where you can “drill-down” and subscribe, for instance, to the PTC/PTA/PTO/PTSO sites, to a teacher's page, to the principal's page, etc. In this example, you are looking at Baker Elementary, on the Teachers Pages channel, for a certain teacher section. You then check the name of the teacher to receive his/her E-Alerts.
- Repeat process for each different site where you have a child enrolled.
- Click **I'm Done**. The Edit Account Settings window displays revealing the all selections made. Click **Sign Out** when finished.



page.



Anytime you need to upgrade or change your subscriptions, just sign in and follow the SUBSCRIBE guidelines on this page to remove/add subscriptions as needed.