

## How to Edit Your Account Settings (www.salemschools.org)

If you have recently changed your cell phone number or e-mail address, you should update your account with your new contact information. (You don't need to create a new account.)

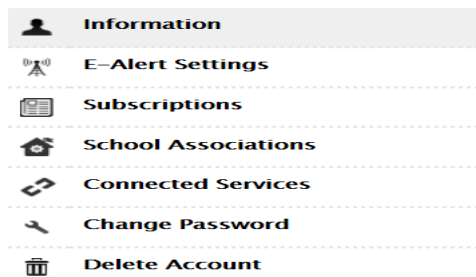
1. Sign into the website.
2. Click **My Account**. A drop-down list displays.
3. Click **Edit Account Settings**.
4. Then click on the appropriate tab (see below for listing).

**Information** - to update your email or contact information.

**E-Alert Subscriptions** - to activate text alerts.

**Delete Account** – for 8<sup>th</sup> grade parents who no longer have students at Salem School and do not wish to receive alerts.

5. Click **Save Changes**.

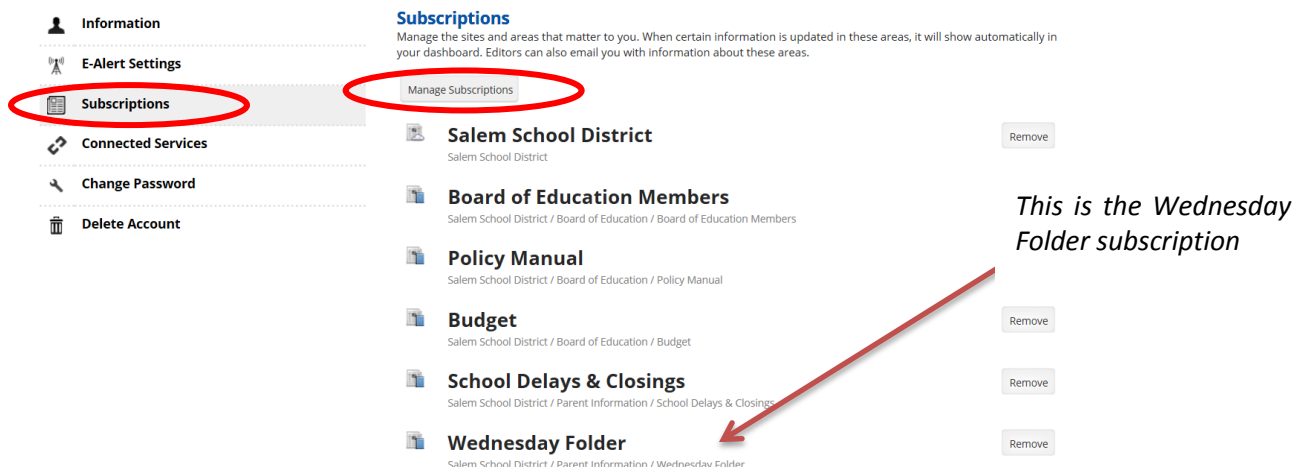


## How to Update Your E-Alert Subscriptions

We have recently consolidated our website and many pages have moved locations since we only have one website. Please update your Content E-Alerts for any area of the website that you wish to receive an alert email. (Example: Wednesday Folder)

To sign up for Content E-Alerts.

1. Sign into the website.
2. Click on **User Options+**. A drop-down list displays.
3. Click **Edit Account Settings**. The Account Settings window opens on the **General** tab.
4. Click the **Subscriptions** tab.
5. Click the **Manage Subscriptions** button.



*Note: You can unsubscribe from an area at any time simply by clicking **Remove** to the right of that area on the **Subscriptions** tab.*

6. The next screen will show two buttons **Sites** (Salem School District is the only site) and **Other Areas**.

### Manage Subscriptions

Select sites and areas that you want to receive updates from in your dashboard and email.

**Sites** Other Areas

Find Site

Salem School District

I'm Done

7. Click on the **Other Areas** tab.

### Manage Subscriptions

Select sites and areas that you want to receive updates from in your dashboard and email.

Site: **Other Areas**

Salem School District All Channels Find Area

<input type="checkbox"/> <b>Pre-K Screening Information</b> Salem School District / Parent Information / Pre-K Screening Information	<input type="checkbox"/> <b>Safe School Climate Plan</b> Salem School District / Parent Information / Safe School Climate Plan	<input checked="" type="checkbox"/> <b>Salem School PTO</b> Salem School District / Parent Information / Salem School PTO
<input checked="" type="checkbox"/> <b>School Calendar</b> Salem School District / Parent Information / School Calendar	<input checked="" type="checkbox"/> <b>School Delays &amp; Closings</b> Salem School District / Parent Information / School Delays & Closings	<input type="checkbox"/> <b>Title IX Information</b> Salem School District / Parent Information / Title IX Information
<input checked="" type="checkbox"/> <b>Wednesday Folder</b> Salem School District / Parent Information / Wednesday Folder	<input type="checkbox"/> <b>Crisis Intervention Information</b> Salem School District / Staff / Crisis Intervention Information	<input type="checkbox"/> <b>CT Common Core Information</b> Salem School District / Staff / CT Common Core Information
<input type="checkbox"/> <b>Field Trip Manual</b> Salem School District / Staff / Field Trip Manual	<input type="checkbox"/> <b>Links to Maintenance Support</b> Salem School District / Staff / Links to	<input type="checkbox"/> <b>Student Support Services/SPED</b> Salem School District / Staff / Student Support

I'm Done

8. By clicking on **All Channels** in the second drop down allows you to see all sections on the site.

9. You can also choose to enter all or part of the name of the area to which you'd like to subscribe into the Search box and click **search**. Areas containing the combination of letters you entered display. If you didn't enter anything, all the areas for the website will display.

10. Now you can choose the different sections that you wish to receive e-alerts on by **clicking on the box** to the left of the title. You **repeat** this for each site.

11. Click **I'm Done** when you have finished selecting your subscriptions. Your selections display on the **Subscriptions** tab. You will receive Content E-Alerts from those areas when editors send them.

If you need assistance, please e-mail the Webmaster at [jkayser@salem.cen.ct.gov](mailto:jkayser@salem.cen.ct.gov). Thank you.