

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 My Account 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.



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.

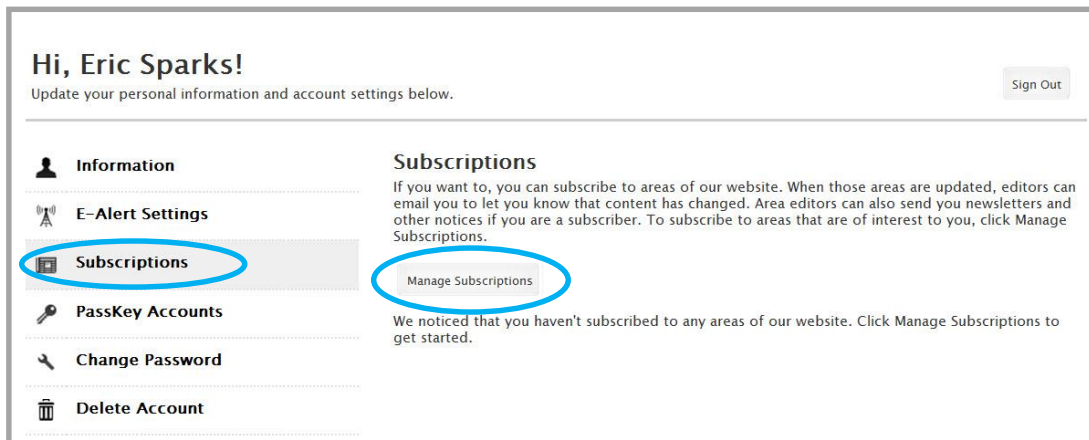
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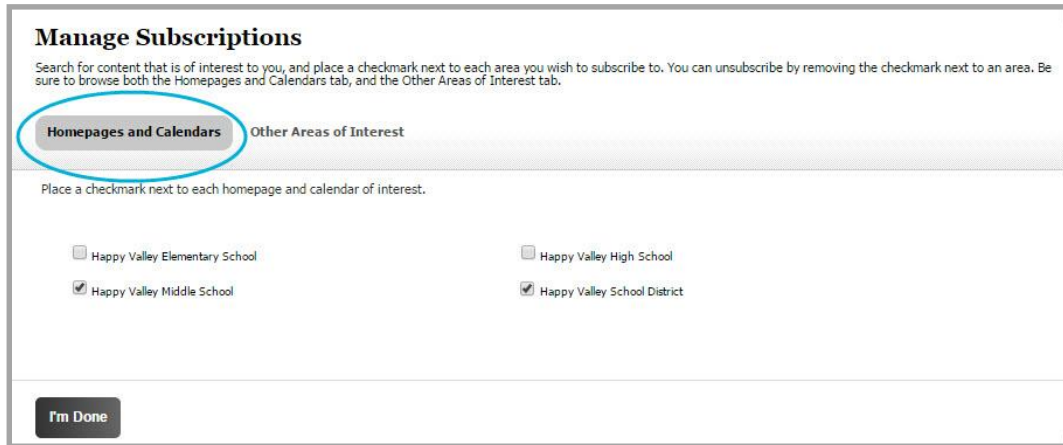


4. Click **Subscriptions** in the left column.

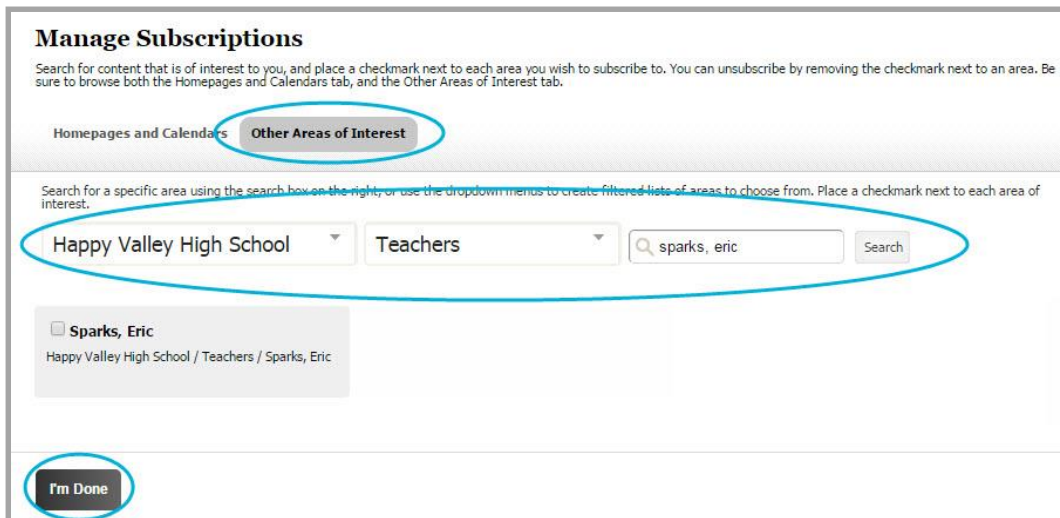


5. Click **Manage Subscriptions**. The Manage Subscriptions window opens.

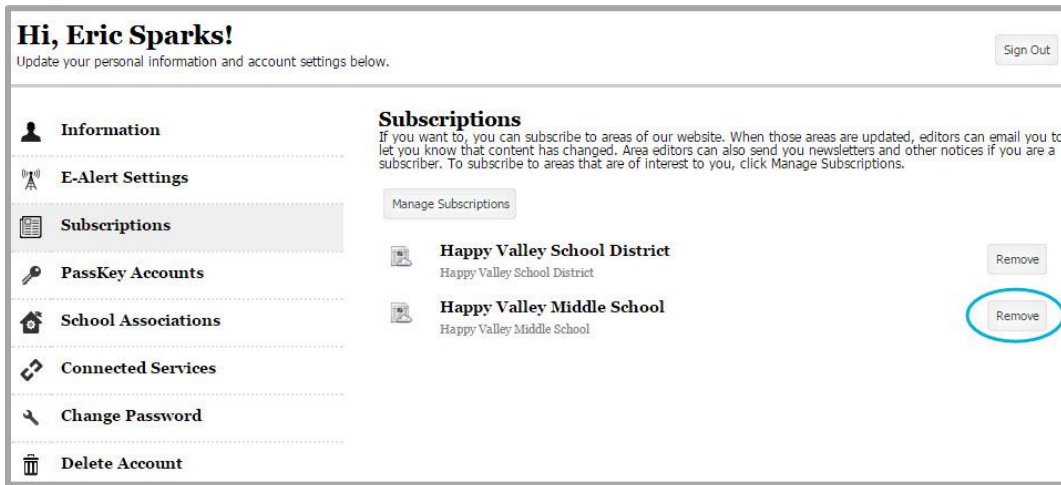
- 6. Click **Homepages and Calendars** and activate the check boxes of the sites to which you wish to subscribe to the homepage and calendar. Click the checkbox to the left of a site to select it.



- 7. Click **Other Areas of Interest** to subscribe to additional areas. 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.
 - a. To filter sections, select a District or School site and Channel combination.
 - b. To further limit your results, you can enter all or part of a section name in the search field and click **Search**.



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



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