



E-Alerts

A Guide for Parents

Schoolwires[®] Centricity2[™]



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What are E-Alerts?

E-Alerts allow your school's staff to easily communicate with you via email or SMS text message. Content E-Alerts allow the website editors to send emails to you when they make changes to specific areas on the website. In order to receive these Content E-Alerts, you must be registered on the site and subscribe to areas that you want to send you Content E-alerts.

Broadcast E-Alerts

Site Directors and Subsite Directors use Broadcast E-Alerts to communicate with parents and other members of the community. To do this, they only require email addresses. However, they can also use groups, collections of registered users—like parents—to send Broadcast E-Alerts.

In addition, users can elect to receive Broadcast E-Alerts on their cell phones.

Content E-Alerts

Editors, including teachers, use Content E-Alerts to send emails to interested individuals when they make changes to their specific areas of the website. In order for you to receive Content E-Alerts, you must be a registered user and you must subscribe to the areas in which you are interested.

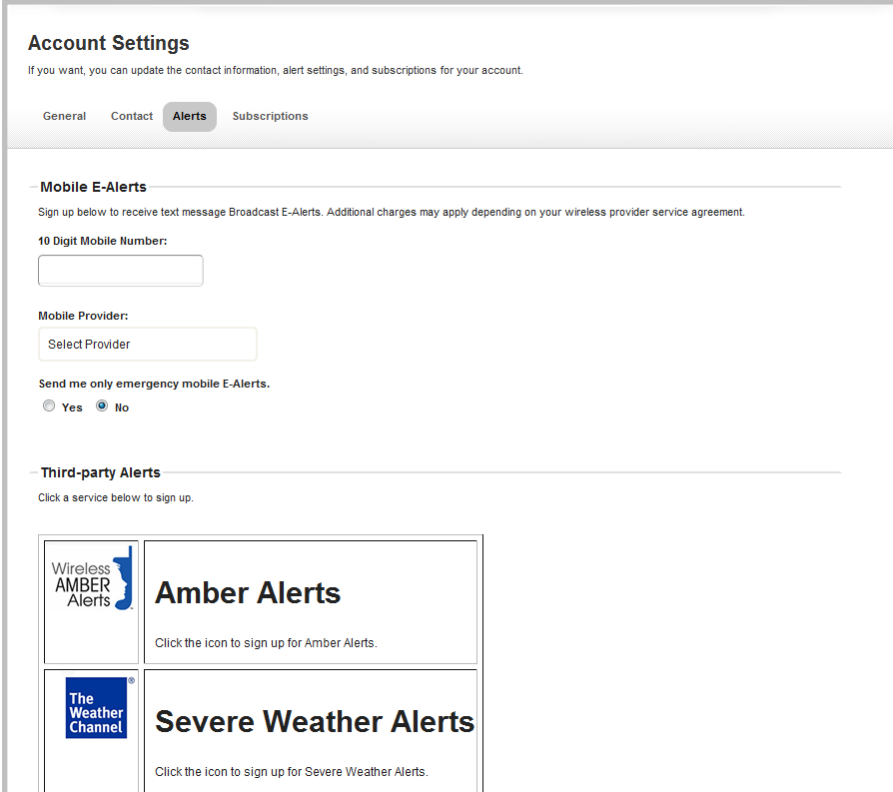
Editing Alert Preferences

Since they use email addresses and groups to send Broadcast E-Alerts, Site and Subsite Directors can send them to *registered users* without those users editing their account settings. However, if users wish to receive mobile Broadcast E-Alerts, Content E-Alerts, Weather or Amber Alerts, they need to edit their account settings.

Mobile E-alerts

To sign up for Mobile E-Alerts...

1. Sign into your website.
2. Click **My Account**. A drop-down list displays.
3. Click **Edit Account Settings**. The Account Settings window opens on the **General** tab.
4. Click the **Alerts** tab.



The screenshot shows the 'Account Settings' page with the 'Alerts' tab selected. The page is titled 'Account Settings' and includes a sub-header 'Mobile E-Alerts'. Below this, there is a section for '10 Digit Mobile Number' with an input field. A 'Mobile Provider' section has a dropdown menu labeled 'Select Provider'. There are radio buttons for 'Send me only emergency mobile E-Alerts', with 'No' selected. Below this is a section for 'Third-party Alerts' with two options: 'Amber Alerts' (with a 'Wireless AMBER Alerts' logo) and 'Severe Weather Alerts' (with a 'The Weather Channel' logo). Each option has a small icon and a note to 'Click the icon to sign up for [Alert Type]'.

5. Enter your ten-digit mobile number.
6. Select your provider from the drop-down list.
7. Click in the appropriate radio button for the type of E-Alerts you wish to receive on your cell phone.
8. Click **Save**.

Third-party Alerts

To sign up for Mobile E-Alerts...

1. Sign into your website.
2. Click **My Account**. A drop-down list displays.
3. Click **Edit Account Settings**. The Account Settings window opens on the **General** tab.
4. Click the **Alerts** tab.
5. Click the service you'd like to start. That website opens.
6. Follow the instructions on that site.
7. Click **Save**.

Subscribing to Content E-Alerts

For you to receive Content E-Alerts from an editor, you must subscribe to that area of your website. In addition, that editor must send an E-Alert. Centricity2 does not automatically send Content E-Alerts each time an editor makes a change.

To sign up for Content E-Alerts.

1. Sign into your website.
2. Click **My Account**. A drop-down list displays.
3. Click **Edit Account Settings**. The Account Settings window opens on the **General** tab.
4. Click the **Subscriptions** tab.

Account Settings

If you want, you can update the contact information, alert settings, and subscriptions for your account.

General Contact Alerts **Subscriptions**

Subscribe to receive Content E-Alerts from areas of your choosing.

Add Area

Area	Actions
Technology Education	Remove

Save Cancel Change Password Delete Account

5. Click **Add Area**. The Add Area window opens.
6. Enter all or part of the name of the area to which you'd like to subscribe into the Search box. If you aren't sure of the name of the area, enter nothing.
7. 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.
8. Click in the check box to the left of the desired area or areas.
9. Click **Save**. Your selections display on the **Subscriptions** tab. You will receive Content E-Alerts from those areas when editors send them.

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