



Subscriptions

eNotify - an email communication

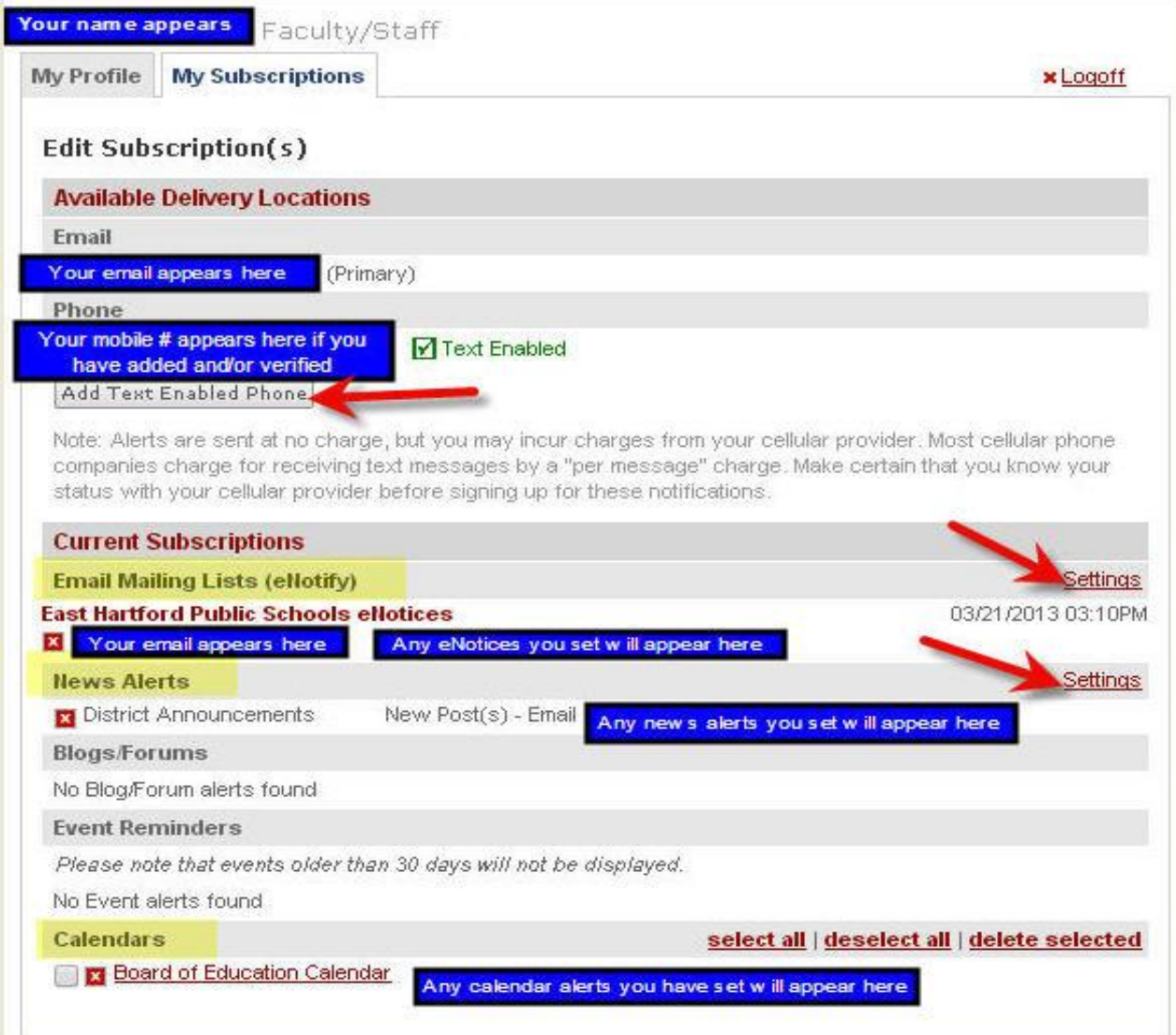
News Alerts - news items posted to the website

Calendars - calendar alerts are created by selecting  on the actual calendar on the web-page

Update Your eNotices and/or News Alerts Subscriptions


1. Click **Settings** next to the appropriate subscription
2. Check the box(s) next to any subscription/notices you want to receive
3. **Update Settings**
4. When you are done updating your profile and/or subscriptions click  upper right portion of your screen.

Below is a screenshot of **My Subscriptions** window. In the blue boxes is a description of what is viewed in that field automatically, no action is required.



The screenshot shows the 'My Subscriptions' window for a user named 'Faculty/Staff'. The window has tabs for 'My Profile' and 'My Subscriptions', with 'My Subscriptions' selected. A 'Logoff' link is in the top right. The main content is titled 'Edit Subscription(s)' and includes sections for 'Available Delivery Locations', 'Current Subscriptions', 'Blogs/Forums', 'Event Reminders', and 'Calendars'. Annotations include blue boxes with text and red arrows pointing to specific elements.

Your name appears Faculty/Staff

My Profile **My Subscriptions** 

Edit Subscription(s)


Available Delivery Locations

Email

Your email appears here (Primary)

Phone

Your mobile # appears here if you have added and/or verified Text Enabled



Add Text Enabled Phone 

Note: Alerts are sent at no charge, but you may incur charges from your cellular provider. Most cellular phone companies charge for receiving text messages by a "per message" charge. Make certain that you know your status with your cellular provider before signing up for these notifications.



Current Subscriptions

Email Mailing Lists (eNotify)

East Hartford Public Schools eNotices 03/21/2013 03:10PM

 **Your email appears here** **Any eNotices you set w ill appear here**  [Settings](#)

News Alerts

 District Announcements New Post(s) - Email **Any new s alerts you set w ill appear here**  [Settings](#)

Blogs/Forums


No Blog/Forum alerts found

Event Reminders

Please note that events older than 30 days will not be displayed.

No Event alerts found

Calendars [select all](#) | [deselect all](#) | [delete selected](#)

 [Board of Education Calendar](#) **Any calendar alerts you have s et w ill appear here**

Mobile Phone

Add Your Mobile Phone to Receive Text Message

This service is free but you may be charged by your mobile phone provider. Please check your mobile phone service plan to find out if you will incur charges for receiving text messages as most mobile phone companies charge for receiving text messages by a "per message" charge. Make certain that you know your status with your mobile provider before signing up for this notification.

You will need to add your mobile phone first, before you can subscribe to the Closings, Delays and Early Dismissals news alert.

How to add your mobile phone to receive a text message:

1. My Subscriptions window click
2. Click Ok after you read the [Text Message Notification](#)
3. Select Add New Phone
4. Select Mobile Phone
5. Enter your mobile phone number
6. Select your mobile phone provider
7. Select
8. Select
9. Your mobile phone will receive a text message that includes a verification code. Enter that code in the Code box
10. Click
11. Once your mobile phone has been verified you will notice Text Enabled next to your mobile phone number

Steps 3 through 7

Your name appears here

My Profile My Subscriptions

Edit Subscription(s)

Available Delivery Locations

Email

Your email address here (Primary)

Add New Phone Enable Existing Phone Number

Mobile Phone 999-999-9999 AT&T

Enter your mobile phone # Select your mobile phone provider

Mobile Phone, continued

Add Your Mobile Phone to Receive Text Message, continued

Steps 9 and 10

Your name displayed here

My Profile My Subscriptions [x Logoff](#)

Edit Subscription(s)

Available Delivery Locations

Email

Your email address displayed here

Phone

Your mobile # and provider displayed here

Code: **Verify** [Request Code](#) [Cancel Verify](#)

[Add Text Enabled Phone](#) **Enter the verification code that was sent to your mobile phone**

Note: Alerts are sent at no charge, but you may incur charges from your cellular provider. Most cellular phone companies charge for receiving text messages by a "per message" charge. Make certain that you know your status with your cellular provider before signing up for these notifications.

Text Message

Receive a Text Message of School Closings/ Delays/ Early Dismissals

You can choose to receive a text message when the school day is altered. This service is free, but you may be charged by your cell provider. Please check your cell service plan to find out if you will incur charges for receiving text messages. **You will need to have your mobile phone verified before you can subscribe to receive a text message.**

1. Click **Settings** next to News Alerts
2. In the "Send To" field click your mobile phone
3. In "Select News Categories" **only** check the box under **SMS/Txt Msg** column for "Closings, Delays and Early Dismissals" as illustrated below, otherwise you will not receive a text message to your phone
4. Click **Update Settings** to save your SMS/Txt Msg setting
5. When you are done updating your profile and/or subscriptions click **Logoff** upper right portion of your screen.

Manage News Alerts Window

The screenshot shows a web interface for managing news alerts. At the top, there is a blue header with the text "Your name is displayed here". Below this is the "Manage News Alerts" section, which includes a "<Back" link. A sub-header reads "Sign up to receive an alert when a news post is added! Simply select how you would like to receive the alert for each category. You can select any number of categories. When finished click the 'Update' button." The "Send To:" section has two radio buttons: "Your email address displayed here" (unselected) and "Your mobile phone # displayed here" (selected). Below this is the "Select News Categories:" section, which is a table with two columns: "SMS/Txt Msg" and "Email". The table lists four categories: "CIBA", "Closings, Delays and Early Dismissals", "District Announcements", and "EHHS". The "SMS/Txt Msg" checkbox for "Closings, Delays and Early Dismissals" is checked. At the bottom right of the form is a red "Update Settings" button.

SMS/Txt Msg	Email
<input type="checkbox"/>	<input type="checkbox"/> CIBA
<input checked="" type="checkbox"/>	<input type="checkbox"/> Closings, Delays and Early Dismissals
<input type="checkbox"/>	<input type="checkbox"/> District Announcements
<input type="checkbox"/>	<input type="checkbox"/> EHHS

Profile

Update Your Profile

1. Screen shot of your **Profile Window**. Enter any pertinent information about yourself. **If you want to add a photo of yourself, please contact your building's webmaster**, they will need to upload and resize a photo of yourself then post your photo in the Small Photo field of your profile.

CHERYL LOOKE: Faculty/Staff

My Profile | My Subscriptions | [Logoff](#)

Edit Profile
Make changes to your information below by typing into the available profile fields. Alter which fields are published in the online directory by clicking the title of the field.

Hide this entire listing in the online directory. If this box is checked the publish settings on individuals fields are not used.

Name

Small Photo [Browse](#)

Name Prefix

First Name Middle Name

Last Name Name Suffix

Faculty Information

Location(s)

Departments(s)

Title 1

Title 2

Contact Information

School Email (Primary) [✎](#)

Work Phone [✎](#) [✕](#)

[+ Add a Phone Number](#)

Room

Education

[+ Add a New Degree](#)

Other Information

Employed Since Class Of

Biography

B I U | [↶](#) [↷](#)

Update Profile

2. When you are done updating your profile select the **Update Profile** button on the bottom right hand side of the screen.

3. When you are done updating your profile and/or subscriptions click [Logoff](#) upper right portion of your screen.