
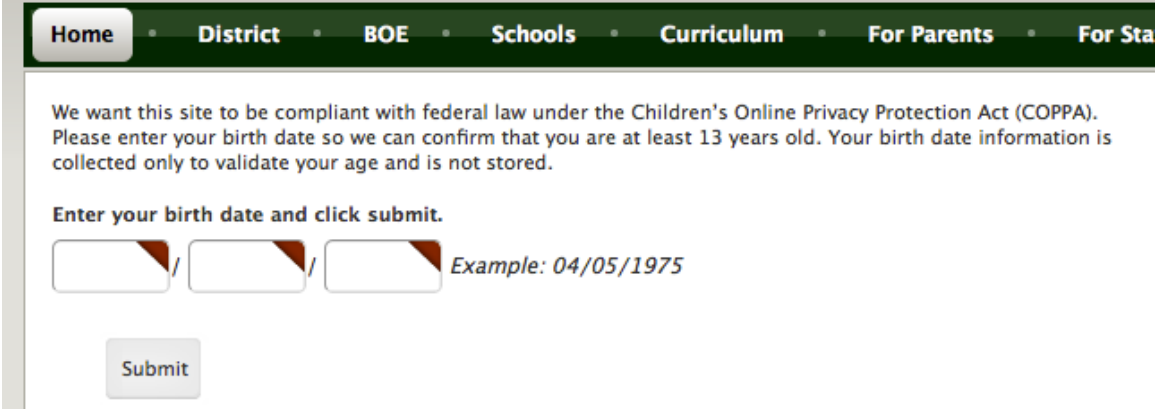



1.	Go to our website: http://www.spboe.org
2.	<p>Click on the Register button at the top right of the page.</p> 
3.	<p>Enter your birthdate and click Submit. (You must be older than 13 to do this.)</p> 
4.	<p>Please fill out the form that displays. Note that there are required fields: <i>First Name, Last Name, Email Address, User Name, Password and Confirm Password</i>.</p> <p>Tip: We recommend that you at least add your zip code, as this will enable you to take advantage of the distance calculation feature on this website.</p>
5.	<p>Make sure that the box that says “<i>Please send me E-Alerts from this site</i>” is selected, and click Submit.</p> 
6.	You will now see a message that your registration has been accepted.

7. Please sign into the website now using the *User Name* and *Password* that you just assigned yourself. This can be done by either clicking on the **Sign In** button at the top right of the site, or by clicking on the hyperlink below the Acceptance Message.



8. Once signed in, you will need to click on the **My Account** button that appears at the top right of the page and click on **Edit Account Settings**.



9. You will now see your *profile* displayed and available to edit if necessary. Please click on the tab marked **Alerts**.



10. Here you could sign up for broadcast E-Alerts, Severe Weather alerts or Amber alerts. (Severe weather alerts and Amber alerts are third party alerts provided as a courtesy through Schoolwires.)

Mobile E-Alerts

Sign up below to receive text message Broadcast E-Alerts. Additional charges may apply depending on your wireless provider service agreement.

10 Digit Mobile Number:

Mobile Provider:



Select Provider ▼

Send me only emergency mobile E-Alerts.

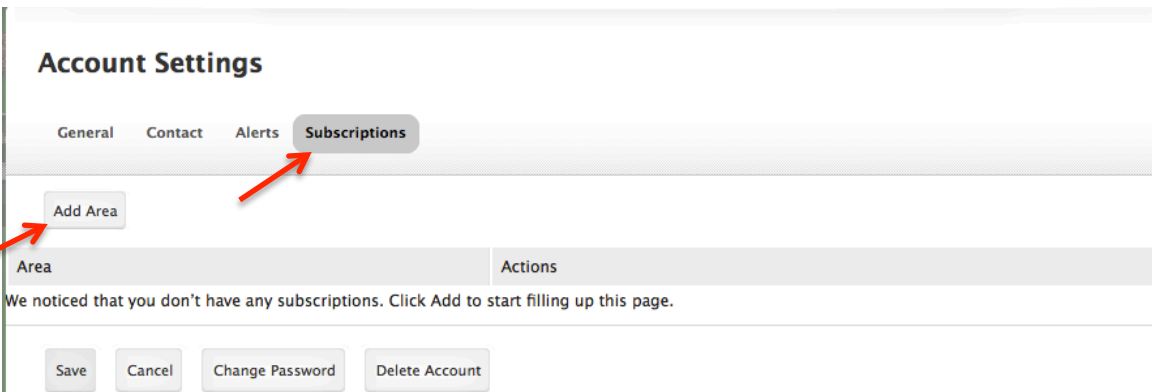
Yes No

Third-party Alerts

Click a service below to sign up.

	<h2>Amber Alerts</h2> <p>Click the icon to sign up for Amber Alerts.</p>
	<h2>Severe Weather Alerts</h2> <p>Click the icon to sign up for Severe Weather Alerts.</p>

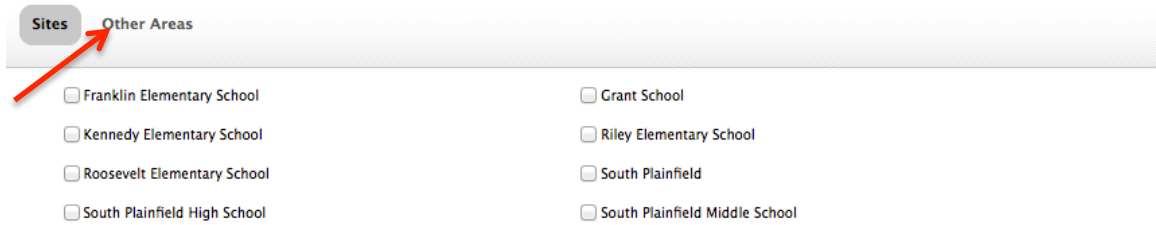
11. Next, click on the **Subscriptions** tab next to the **Alert** tab at the top of the screen and click on **Add Area**.



The screenshot shows the 'Account Settings' page with the 'Subscriptions' tab selected. A red arrow points to the 'Subscriptions' tab, and another red arrow points to the 'Add Area' button. Below the 'Add Area' button is a table with columns 'Area' and 'Actions'. A message states: 'We noticed that you don't have any subscriptions. Click Add to start filling up this page.' At the bottom are buttons for 'Save', 'Cancel', 'Change Password', and 'Delete Account'.

IMPORTANT NOTE: Please check the box next to the District Homepage (South Plainfield) and next to the School Homepage that applies to you or your child/children to receive district and school content alerts.

12. Next click on **Other Areas**.
Add Area Subscription

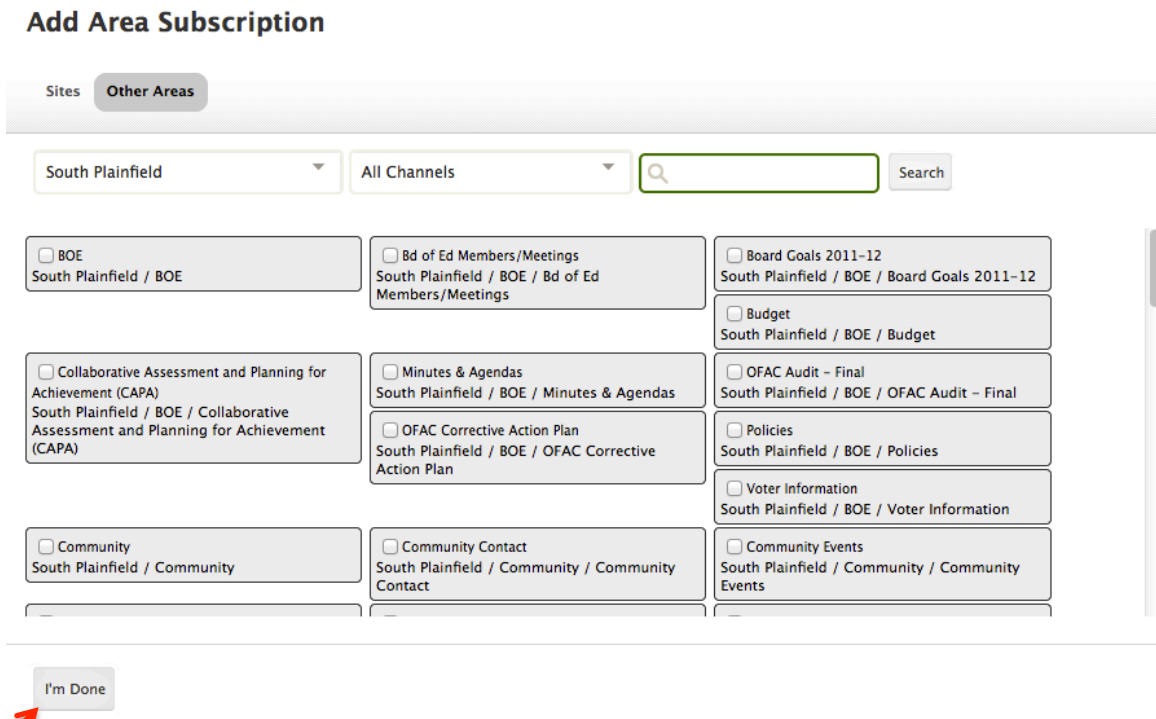


The screenshot shows a navigation bar with two tabs: 'Sites' and 'Other Areas'. A red arrow points to the 'Other Areas' tab. Below the navigation bar, there are two columns of checkboxes, each followed by a school name:

- Franklin Elementary School
- Kennedy Elementary School
- Roosevelt Elementary School
- South Plainfield High School
- Grant School
- Riley Elementary School
- South Plainfield
- South Plainfield Middle School

At this point, you will be able to select any sections on our website to which you would like to subscribe. This subscription will enable you to receive email messages from the editors of these sections, if they decide to announce a significant update on their pages.

13. Please select any additional pages that may apply to you or your child/children, for example: teacher page(s), athletic page(s), etc.



The screenshot shows the 'Add Area Subscription' page with 'Other Areas' selected. Below the navigation bar, there are two dropdown menus: 'South Plainfield' and 'All Channels'. To the right of these dropdowns is a search box and a 'Search' button. Below the search area, there is a grid of subscription options, each with a checkbox and a label:

- BOE
South Plainfield / BOE
- Bd of Ed Members/Meetings
South Plainfield / BOE / Bd of Ed Members/Meetings
- Board Goals 2011-12
South Plainfield / BOE / Board Goals 2011-12
- Budget
South Plainfield / BOE / Budget
- Collaborative Assessment and Planning for Achievement (CAPA)
South Plainfield / BOE / Collaborative Assessment and Planning for Achievement (CAPA)
- Minutes & Agendas
South Plainfield / BOE / Minutes & Agendas
- OFAC Audit - Final
South Plainfield / BOE / OFAC Audit - Final
- OFAC Corrective Action Plan
South Plainfield / BOE / OFAC Corrective Action Plan
- Policies
South Plainfield / BOE / Policies
- Community
South Plainfield / Community
- Community Contact
South Plainfield / Community / Community Contact
- Voter Information
South Plainfield / BOE / Voter Information
- Community Events
South Plainfield / Community / Community Events

At the bottom of the page, there is a button labeled 'I'm Done'. A red arrow points to this button.

14. Scroll to the very bottom and click on **I'm Done**. You will now be set to receive important alerts from our website.