

Dear Parents:

In order to provide the best communication between our district and your household, we are requesting that you register on our website, and subscribe to the areas that are important to you and your child/children.

To do this, please do the following:

1.	Go to our website: shcsd.org
2.	Click on the Register button at the top right of the page.
3.	Enter your birth date and click Submit . (You must be older than 13 to do this.)
4.	Please fill out the form that displays. Note that there are required fields: <i>First Name, Last Name, Email Address, Sign-In Name, Password and Confirming Password</i> . 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.
5.	Make sure that the box that says “ <i>Please send me email about Events and Activities</i> ” is selected, and click Submit .
6.	You will now see a message that your registration has been accepted.
7.	Please sign into the website now using the <i>Sign-In Name</i> and <i>password</i> 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 drop-down (appears at the top right of the page) and select Edit Account settings.
9.	You will now see your <i>profile</i> displayed and available to edit if necessary. Please click on the Subscriptions page.
10.	At this point, you will be able to add the areas 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. IMPORTANT NOTE: Please type in the District Homepage and the School Homepage that applies to you or your child/children.
11.	Click on Save . You will now be set to receive important alerts from our website. TIP: You can also select sections from the subsites – follow steps 10–12.
12.	At any time, you can come back in and select any additional pages that may apply to you or your child/children, for example: teacher page(s), athletic page(s), etc.
13.	You also have the option to sign-up for Mobile Alerts (text messages). To do so, click on the Alerts page.
14.	Enter your cell phone number, select your provider from the list, and select either Yes or No for emergency only. IMPORTANT NOTES: 1) If you say no to emergency alerts, you will receive all alerts via text message, 2) Please note that additional charges may apply depending upon your agreement with your wireless provider.

Thank you very much for helping us to provide exemplary communication to our parents and students.

Sincerely,

Michael Walters
SHCSD Technology Coordinator