

# E-Alerts information for parents

---

## What are E-Alerts?

**E-Alerts** allow editors to notify users when they make changes to specific areas on the website. In order to receive these E-Alerts, users must be registered on the *site* and subscribe to *E-Alerts*. The email message that subscribed users receive contains a link to the actual homepage or *section*, allowing them immediate and direct access.

## How do you subscribe to E-Alerts?

To receive *Content E-Alerts* for a homepage or *section* when an editor changes content and sends a *Content E-Alert* you must do the following:

- 1) Sign in to the website. **Note:** You must be a registered user to sign in.
- 2) Click on the *Access My Info* button on the *MyStart* bar. The *My Profile* tab will display at the top, and the *My E-Alerts & Subscriptions* tab will display at the bottom.

### **Notes:**

- Content E-Alerts will automatically be turned on when you access your profile. If for some reason they are turned off, click on the button to turn them on.
  - You will, however, have to click on the *Edit Subscriptions* button in order to subscribe to **E-Alerts**.
- 3) Click on the *Edit Subscriptions* button. The User Profile will open to the *Edit Subscriptions* tab.
  - 4) Use the drop-down list to select the *site* or *subsite* containing the homepage or *section(s)* to which you want to subscribe.
  - 5) Click in the box to the right of each homepage or *section* to which you want to subscribe.
  - 6) Repeats Steps 4 and 5 until you have completed subscribing.
  - 7) Click on the *Subscribe* button at the bottom of the page. Your changes will be saved.