

E-Alerts

E-Alerts allow users to receive an email notification when changes are made 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* 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 gray bar at the very top of the page). A User Profile like the one shown below will display. 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. In the example to the right, the user is subscribing to the District homepage and Girls' lacrosse *section*.
 - 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 and you will receive a message like the one below:

Your profile changes have been saved.
You may [Change your Profile](#) again...
...or select a site from the navigation bar.

My Profile

Please update your information in the form below.

* = Required Field

First Name: Debbie *

Last Name: Anderson *

Title: Parent

Address 1: _____

Address 2: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Fax: _____

Email Address: danderson@home.com *

Sign-In Name: debbie.anderson *

Password: ***** *

Confirm Password: ***** *

My E-Alerts & Subscriptions

Your E-Alerts are on off [Edit Subscriptions](#)

Mobile Alerts
Mobile alerts will deliver a text message to your mobile device.
Additional charges may be applicable depending on your service agreement with your wireless provider.

User Profile window

My Profile **Edit Subscriptions**

Subscribe to our e-Alerts!

Select a site from the drop-down list. Then click in the checkbox to the right of the homepage or sections to which you want to subscribe. When editors make changes, they can notify all subscribers by email.

To save your changes, click the *Subscribe* button before selecting a new site from the drop-down list.

San Marcos Unified School District

San Marcos Unified School District homepage

Departments

Accounting/Payroll	<input type="checkbox"/>
BTSA	<input type="checkbox"/>
Business Services	<input type="checkbox"/>
Child Nutrition Services	<input type="checkbox"/>
Curriculum, Elementary (K-5)	<input type="checkbox"/>
Curriculum, Secondary (6-12)	<input type="checkbox"/>
Data Analysis	<input type="checkbox"/>
English Learner Resource Center	<input type="checkbox"/>
Facilities	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>

Edit Subscriptions window