

Registering/Editing your Profile to Receive e-Alerts for District-Wide Newsletters (e-News)

Begin by accessing your current profile:

1. Go to the district website @ www.evesham.k12.nj.us;
2. Sign in at the top right corner of the screen;
3. Click on the *Access My Info* button in the top right corner.
(A *My Profile* window like the one shown below will display.)

My Profile

Please update your information in the form below.

* = Required Field

First Name: *

Last Name: *

Title:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone:

Fax:

Email Address: *

Sign-In Name: *

Password: *

Confirm Password: *

My E-Alerts & Subscriptions

Your E-Alerts are on off

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.

Mobile E-Alert Number:

Mobile E-Alert Provider:

Only send emergency E-Alerts to mobile: Yes No

Next, edit your subscriptions:

1. Under *My E-Alerts & Subscriptions*, look to see if your e-Alerts are currently on or off. If your e-Alerts are off, **click the radio button to the left of on**;
2. Click on the **Save button** before continuing to edit your profile;
3. Then click on the **Edit Subscriptions** button to the right; (Your *Profile* window will open to an *Edit Subscriptions* tab like the one shown below)

The screenshot shows a web interface for editing subscriptions. At the top, there are two tabs: 'My Profile' and 'Edit Subscriptions', with the latter being active. Below the tabs, there is a heading 'Subscribe to our e-Alerts!' followed by instructions: '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.' Below this, a note says: 'To save your changes, click the Subscribe button before selecting a new site from the drop-down list.' A drop-down menu is set to 'Happy Valley Middle School'. Below the menu, there are several sections with checkboxes:

- Happy Valley Middle School homepage**
- Academics**
 - Brian Maloney
 - Miss Eckdes
 - Mr. S. Lambert
- Alumni**
 - Alumni
 - Alumni Contributions
 - Community & Support Site
- Teachers**
 - Eric Sparks

At the bottom, there are two buttons: 'Subscribe' and 'Cancel'.

4. **Select District Newsletter, under Parents** towards the bottom of the page by checking the box to the right;
5. **Click on the Subscribe button** at the bottom of the window. A confirmation message will display. You will now receive an e-Alert each time a new edition of e-News is published.