# NOTIFY ME INSTRUCTIONS

**REMEMBER**: Even if you already have a NotifyMe account from our old Website, you will need to Register a new account on our new Website.

1. When you open up the school Website, the screen below will pop up.
2. Click on Register (you must do this first before trying to Login)



3. At the Registration Screen:
   a. Fill in all blanks
   b. Your password must have at least 1 capital letter, 1 number, and 1 non-numeric character – it will tell you if you do it incorrectly.
   c. You must click on the "I'm not a robot" and answer the "robot stopping" question **BEFORE** you can officially register.
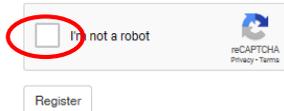


It will show you a bunch of pictures and ask you to select certain pictures.

4. **IGNORE** the box that pops up and says "click here to login". It doesn't work. Close it and return to the school page.
5. Login to the new Website with your new information and at the **HOME/MAIN** page, select the NotifyMe option.



6. The Notify Me page will pop up. Click on the options you wish to receive notifications of. You can choose to receive Emails and/or SMS text messages to your phones. Make sure to **SAVE**.

From then on, you will automatically receive notifications from the school. If you need to change your selections, just re-login to the Website, choose NotifyMe, make the changes, and then **SAVE** the changes.