

North Tonawanda City School District Web Site

How to **Register** and **Subscribe** for E-Alerts

FIRST: **Register**

- Go to our Web site: <http://www.ntschoools.org>
- Click on the **Register** button at the top right of the page.



- Enter your birth date and click **Submit**. (You must be older than 18 to register.)
- Please fill out the form that displays. Note that there are required fields: First Name, Last Name, Email Address, User Name, Password and Confirming Password.
- Make sure to select/check the box that says, "Please send E-Alerts from this site."
- Click **Submit**.
- You will see an Acceptance Message on the screen. You will receive an email with your username and password.

SECOND: **Subscribe** to Web pages

Sign into the Web site using the username and password you established. This can be done by either clicking on the **SIGN IN** button at the top right side of site, or by clicking on the hyperlink in the Acceptance Message.

Click on the **MY ACCOUNT** button; Choose **Edit Account Settings**.

You will see the following tabs:

- Information
- E-Alert Settings – use to add a mobile phone to receive text alerts.
- Subscriptions – choose specific webpages and you will be notified when content is updated on those pages.
- Change Password
- Delete Account