

HUDSON CITY SCHOOLS
Website Registration
 and **E-Alert** Subscriptions

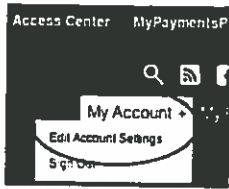


www.hudson.k12.oh.us

▶ **Register a New Account**

Click on "Register" in the upper right corner of the website. Complete registration form and submit. All fields with a red triangle in the right corner are mandatory fields.

▶ **Edit Your Account**



After signing in to your account, the **My Account+** button will appear in the upper right. Select "Edit Account Settings" in the **My Account+** drop-down window to get access to your user profile and change your preferences and subscriptions.

▶ **Recommended Areas to Subscribe for E-Alerts**

E-Alerts are emails with links to updated information delivered to you from the web pages you choose in the subscription process. The chart below guides you to the recommended pages for each building. It is important to subscribe to more than just the homepage to receive all pertinent E-Alerts.

Subscribe to the **Hudson City Schools** homepage to get valuable emergency & weather updates!

To subscribe to the Parent Mentor page:

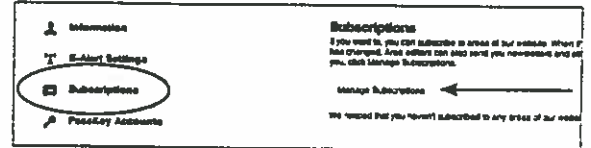
1. After you register your new account, click on **My Account** and **Edit Account Settings**
2. Click on **Subscriptions**
3. Check box: **Hudson City Schools** and click on **Other Areas of Interest**(next to Home Pages and Calendars)
4. Scroll down to line 30 (far right) and click **Parent Mentor**

To find the Parent Mentor Page:

- Go to District Home Page.
- Click on **Parents**
- Click on **Parent Mentor**

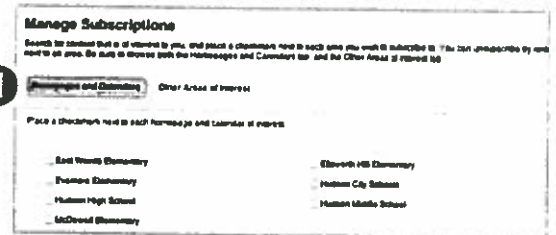
Managing Your Subscriptions –
A Two-Step Process

After signing in and selecting "Edit Account Settings" click on the **Subscriptions** button on the left side of the page. Select "Manage Subscriptions."



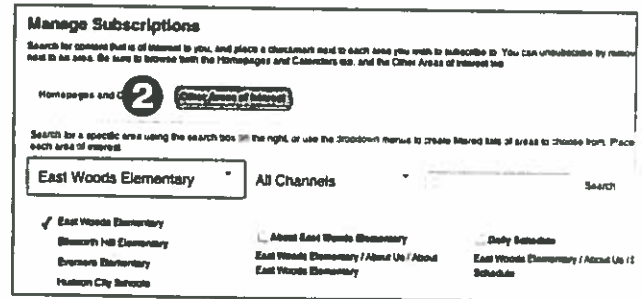
Step 1 Homepages and Calendars

In the next window, select the check box for School Buildings you wish to receive messages from, and the Hudson City Schools site. You will receive E-Alerts when the building sends an alert from their homepage or calendar.



Step 2 Other Areas of Interest

To find pages of interest for subscribing, select the building or Hudson City Schools in the first drop down window. Type the name of the page in the search box on the right (e.g. Principal, Daily Announcement, teacher name). Click the check box for each page of interest.



I'm Done

Once all items have been *selected from both* the "Homepages and Calendars" tab and the "Other Areas of Interest" tab, click "I'm Done." The next screen shows a listing of your subscriptions for your review. Modifications can be made by selecting "Manage Subscriptions" to return to the previous screen.

For assistance, contact the Hudson City Schools Communications Department at 330-653-1363 or websitehelp@hudson.edu.