



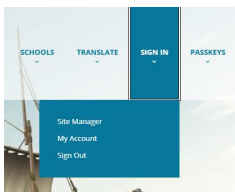
Website **Registration** and **E-Alert** Subscriptions

www.hudson.k12.oh.us

▶ Register a New Account

Click on the “Sign in” drop down menu, in the upper right corner of the website, to register for a new account. Complete the registration form and submit.

▶ Edit Your Account



After signing in to your account, select the **My Account** button under the "Sign In" menu. Select *“Edit Account Settings”* in the **Sign In** 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!

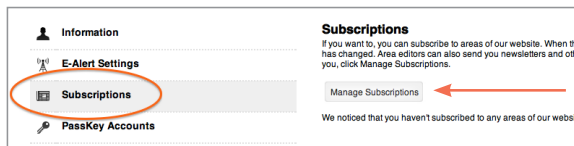
Hudson City Schools <i>(Recommended for all subscribers)</i>	Evamere/Ellsworth Hill/ McDowell
<ul style="list-style-type: none"> • Homepage/Calendar • Superintendent • Treasurer 	<ul style="list-style-type: none"> • Homepage/Calendar • Weekly Updates • Principal • Teacher Pages
East Woods/ Hudson Middle School	Hudson High School
<ul style="list-style-type: none"> • Homepage/Calendar • Daily Announcements • Principal • Teacher Pages 	<ul style="list-style-type: none"> • Homepage/Calendar • Daily Announcements • Guidance • Athletics • Teacher Pages

See the reverse side of card for two-step subscription process.



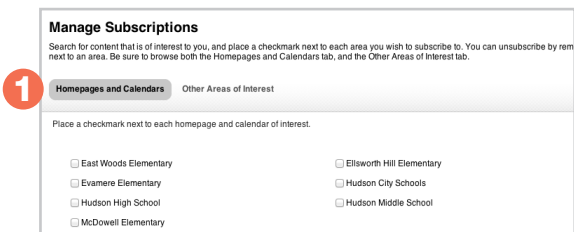
Managing Your Subscriptions – A **Two-Step** Process

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



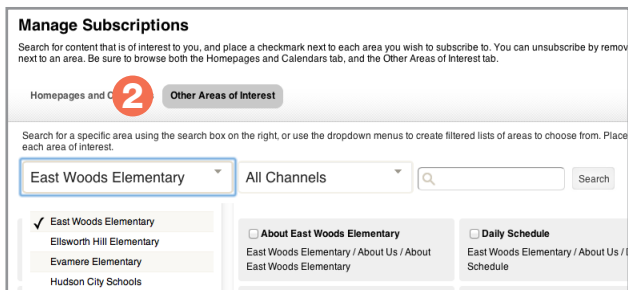
Step 1 Homepages and Calendars

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.