

## Registering for E-Alerts

Parents must re-register for E-Alerts every school year. E-Alerts are district or school generated e-mails that are used to communicate important district or school communications.

### Step 1: Register for E-Alerts

- In the SITE SHORTCUTS section of Lynnewood's web page, click on Register for E-Alerts
  - Fill in the survey
  - Click Done
  - In one to three days you will receive a confirmation e-mail with log in information needed for step 2 of the E-Alert registration process.
- Step 2: Subscribe to desired area of the web page

- Go to the district's web page
- Sign in using your confirmed log in information
- Click on My Account
- Click on Edit Account Settings
- Select the Subscriptions Tab
- Click the Add Area button
- Leave the search criteria blank and click the Search button
- Scroll through the list
- Click or check the box to the left of the area you would like to add (you can add more than one at a time)
- Click the Save button
- Close the window
- Sign out

