

Public User (e-Communications) Account Creation for District websites

Summary: Steps for creating a new Public User account on the District website. A public user account will allow the user to receive email or text notification of school closings and create a personalized website Dashboard

Step One: Create a New Account

Click Create a New Account


Account Login
if you register for a public user account online with our district, you will be able to provide us with your contact information, set up a customized dashboard of news, events and blog updates for the schools and departments you are interested in. In addition, you enable us to communicate with you via email newsletters and (optionally) text messages. Please contact our district if you have any questions about these features.

Please provide your login ID and password to continue:

Login ID:

Password:

[Forgot Password](#)

[Create A New Account](#) 

Fill out fields. **Bold is required**

Create A New Account
Thank you for setting up a new account. We believe that your account will become a valuable tool to assist you in staying in touch with our district. If you have any difficulty setting up your account, please contact us at 1-XXX-XXX-XXXX or email us at support@schooldistrict.com for help.

Step One: Personal Information [Next Step: Contact Preferences]

*Please provide as much information as possible. Fields in **bold** are required. Please view our privacy policy for information on how we use the information collected and keep it safe.*

Prefix: (Example: Ms, Mrs, Mr, Dr, etc)

First Name:

Middle Init:

Last Name:

Suffix: (Example: Jr., Sr., III, etc)

Preferred Login ID:

Preferred Password:

Confirm Password:

NOTE: Below we ask for your mailing address. This information is **NOT REQUIRED** to create an account, but is **VERY HELPFUL** for us in communicating with you. Please consider providing us this information if you can.

Address Line 1:

Address Line 2:

City:

State:

Zipcode:

Step Two: Contact Preferences

Provide your contact information for email and/or phone text message alerts. Adding a phone number here will generate **ONLY** text messages - not calls. Be sure to choose the correct Cell Carrier.

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Step Two: Contact Preferences [Next Step: Dashboard Preferences]

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Email Addresses: We ask for your email for a few reasons. First, if you forget your account password we will email it to you. Second, you may opt to receive certain district notifications via email (such as emergency school closings or district/school newsletters). Email addresses are **NOT** required to have an account, but are highly recommended.

Email:

Text Messaging: We ask for your cell phone number **ONLY FOR TEXT MESSAGES**. Our system can send text messages to you in the event the district needs to communicate with you. School closings or other emergency notifications may be sent via text message if you so chose.

Phone Number: () -

Cell Carrier:



Notification Preferences: I prefer to be notified when the following things take place (check the box next to the event(s) you would like to be contacted about in the future):

Step Three: Dashboard Preferences

This will allow you to decide which notifications you would like to receive via email and/or cell phone text message alerts and will allow you to customize your “Dashboard” when logged into the website. The Dashboard will highlight the latest news and events from the preferred schools and groups chosen below.

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Step Three: Dashboard Preferences [Next Step: Confirm & Submit]

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WHAT IS THE DASHBOARD? When you log into your account, you will be taken to your dashboard page. You may customize your dashboard to show only those events, news, principal's message and blogs that you are interested in. To do this, select from the schools, event groups, and blogs listed below. When you log in, you will have an easy way to see the information you care about quickly.

Subscription Options:

School Closings

[Notify me via immediate email and text message (if applicable) when schools are closed or delayed.]

Online Dashboard Weekly Updates

[Send me a weekly email indicating new content postings for news articles, events, blogs, and administrator messages (based upon the schools and areas I have subscribed to - see 'Subscriptions' Tab).]

My Schools:

- Maine-Endwell Central School District
- High School
- Middle School
- Homer Brink
- Maine Memorial
- Athletics

My Event Groups:

Maine-Endwell Central School District

- District Events
- Board Meetings

High School

- High School Events

Middle School

- Middle School Events

Homer Brink

- Homer Brink Events

Step Four: Confirmation and Submission

Review information before submitting. Any of this information can be updated by clicking on the Manage My Account & Subscriptions link when logged in.

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Step Four: Confirm & Submit [Next Step: Log In]

CONFIRMATION: Please review your selections, and click 'Submit' at the bottom to create your account.

ACCOUNT DETAILS:
Name: James Smith
Login ID: jsmith1960
Password: 123xxxx
Address: 1000 Main St. Binghamton, NY 13905

CONTACT PREFERENCES:
Email Address(s): jsmith@noreply.com
Text Message #: (607) 555 - 5555 [Verizon]
Notifications:

DASHBOARD PREFERENCES:
School(s): High School
Middle School
Event Group(s): **High School** - High School Events

Step Five: Log in

Account Login

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