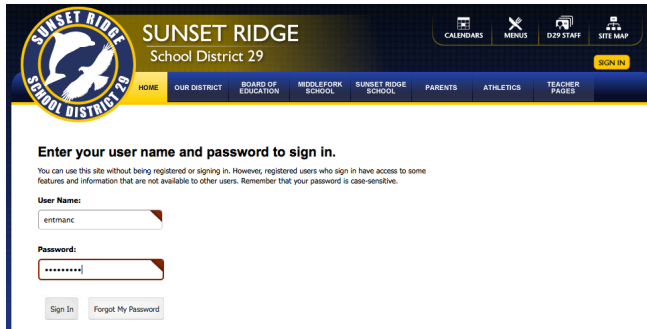


Sunset Ridge School District 29 Website E-Alerts

Website editors, such as teachers and administrators have the ability to send e-Alerts to subscribers when new content is added or updated on a section or page of the District website. To subscribe to receive e-Alerts from various sections of the website, follow the steps below.

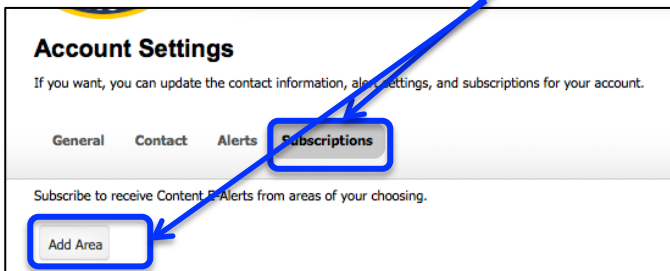
1. Login to the District website with your username and password.



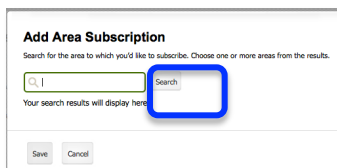
2. Click the "Access Info" button near the top of the web page.



3. Click Subscriptions, click add Area



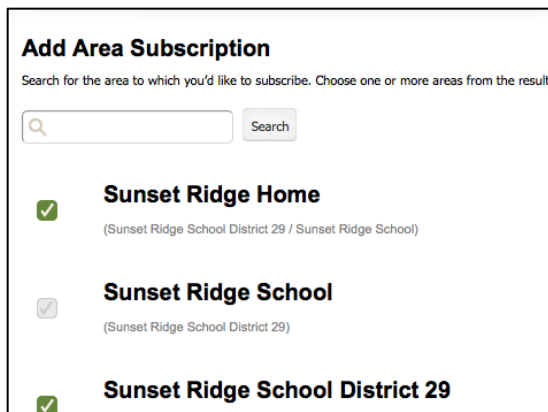
4. Click Search



All the pages for the site will begin to populate. To subscribe to a section, click the check mark next to the section/page title.

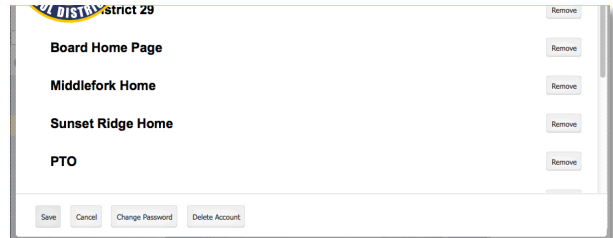
Suggested Sections you may want to subscribe to:

- **Sunset Ridge School District 29** (e-Alerts will be sent when important Headlines, Announcements and Calendar updates are added)
- **Middlefork Home** (Dr. Greene will send e-Alerts when there are important updates to MF News)
- **Sunset Ridge Home** (Dr. Carey will send e-Alerts when there are updates to SRS News)
- **Teacher Pages** (alphabetical by last name)
- **Parent Information**
- **PTO**



5. When all selections have been made, scroll to the bottom of the Subscription page and click **SAVE**.

6. To Unsubscribe to a section, click the **Remove** button next to the section.



7. Scroll to the bottom of your account settings and click **SAVE**.

Questions about receiving e-Alerts?
Contact Charlene Entman, Teacher Technology Facilitator,
entmanc@sunsetridge29.org
847-881-9414/9546