

Verona School District's Website allows parents to sign up for alerts to get notified when a particular web page changes and an alert is sent out.

Accessing Verona Schools Website and Setting up and Managing E-Alerts

Accessing Verona Schools Website

1. Sign into <http://www.veronaschools.org> by clicking on **Sign In** on the upper right hand corner of the webpage.
2. Use email address and password to log-in. **Once logged in skip to next Section on Page 2. If you do not have an account continue to Step 3.**
3. If you do not have an account for the Verona Schools website, click on "**Register**" next to "Sign In" in the upper right hand corner.
4. A page will appear prompting for a birthdate to be entered. **Enter date of birth and click Submit.**
5. Another page will appear asking for Account Information, required fields are:
 - a. **First Name**
 - b. **Last Name**
 - c. **Email Address**
 - d. **Username**
 - e. **Password**
 - f. **Confirm Password**
 - g. **Other areas are optional**
6. Confirm that you have read and agree to the Schoolwires Terms of Use by checking the box.
7. Confirm that the E-Alerts check box is checked
8. Click **Submit**.
9. A Success Page will appear
10. Click on **Sign In** to be able to configure e-Alerts on your account.

Setting Up and Managing E-Alerts

1. Click **My Account** on the to right of the screen a dropdown list will display.
2. Select **Edit Account Settings**. A new window listing different options displays.
3. Click **Subscriptions** on the left hand side. The Subscriptions window displays.
4. Option 1:
 - a. Check the box that corresponds to the Site or Sites to which you wish to subscribe (Homepages or Calendars) (ie any School's main page)
 - b. Click **I'm Done**. The Subscription window displays revealing the selection made.
5. Option 2:
 - a. Change from Homepages or Calendars to Other Areas. A new window displays.
 - b. From the drop-down menus provided, you choose a particular Sites, Channels, and Sections, by changing the drop-down choices.
 - i. Example 1 to sign up for School Counseling alerts:
 1. Change first Drop Down to Verona High School
 2. Change Channel to School Counseling
 3. Check off the boxes below that for the pages you would like to get updates for.
 - ii. Example 2 to sign up for a specific Teacher's webpage
 1. Change first Drop Down to Forest Avenue School
 2. Change Channel Drop Down to Our Teachers
 3. Select Teacher Page
 - c. Repeat the process for each different site.
 - d. Click **I'm Done**. The Subscription Window displays revealing the selections made.