

1. Go to our website: <http://www.spboe.org>

2. Click on the **Sign In** button at the top right of the page.



3. Please sign into the website using the *User Name* and *Password* that you use for your email and computer at school.

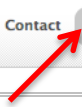
4. Once signed in, you will need to click on the **My Account** button that appears at the top right of the page and click on **Edit Account Settings**.



You will now see your *profile* displayed and available to edit if necessary. Please click on the tab marked **Alerts**.

5. **Account Settings**

General   Contact   **Alerts**   Subscriptions



6. Here you could sign up for broadcast E-Alerts, Severe Weather alerts or Amber alerts. (Severe weather alerts and Amber alerts are third party alerts provided as a courtesy through Schoolwires.)

**Mobile E-Alerts**

Sign up below to receive text message Broadcast E-Alerts. Additional charges may apply depending on your wireless provider service agreement.

10 Digit Mobile Number:

Mobile Provider:



Select Provider ▼

Send me only emergency mobile E-Alerts.

Yes  No

**Third-party Alerts**

Click a service below to sign up.

	<h3>Amber Alerts</h3> <p>Click the icon to sign up for Amber Alerts.</p>
	<h3>Severe Weather Alerts</h3> <p>Click the icon to sign up for Severe Weather Alerts.</p>

7. Next, click on the **Subscriptions** tab next to the **Alert** tab at the top of the screen and click on **Add Area**.

**Account Settings**

General Contact Alerts **Subscriptions**

**Add Area**

Area	Actions
We noticed that you don't have any subscriptions. Click Add to start filling up this page.	

Save Cancel Change Password Delete Account

8. At this point, you will be able to select the district site or any school to which you would like to subscribe.

Next click on **Other Areas**.  
**Add Area Subscription**

Franklin Elementary School

Kennedy Elementary School

Roosevelt Elementary School

South Plainfield High School

Grant School

Riley Elementary School

South Plainfield

South Plainfield Middle School

9. This subscription will enable you to receive email messages from the editors of these sections if they decide to announce a significant update on their pages.

**Add Area Subscription**

Sites **Other Areas**

South Plainfield All Channels  Search

BOE  
South Plainfield / BOE

Bd of Ed Members/Meetings  
South Plainfield / BOE / Bd of Ed Members/Meetings

Board Goals 2011-12  
South Plainfield / BOE / Board Goals 2011-12

Collaborative Assessment and Planning for Achievement (CAPA)  
South Plainfield / BOE / Collaborative Assessment and Planning for Achievement (CAPA)

Minutes & Agendas  
South Plainfield / BOE / Minutes & Agendas

OFAC Audit - Final  
South Plainfield / BOE / OFAC Audit - Final

OFAC Corrective Action Plan  
South Plainfield / BOE / OFAC Corrective Action Plan

Policies  
South Plainfield / BOE / Policies

Voter Information  
South Plainfield / BOE / Voter Information

Budget  
South Plainfield / BOE / Budget

Community  
South Plainfield / Community

Community Contact  
South Plainfield / Community / Community Contact

Community Events  
South Plainfield / Community / Community Events

Scroll to the very bottom and click on **I'm Done**. You will now be set to receive important alerts from our website.