

## How to Subscribe to Newsletters and Teacher Pages

<http://www.lincnet.org>

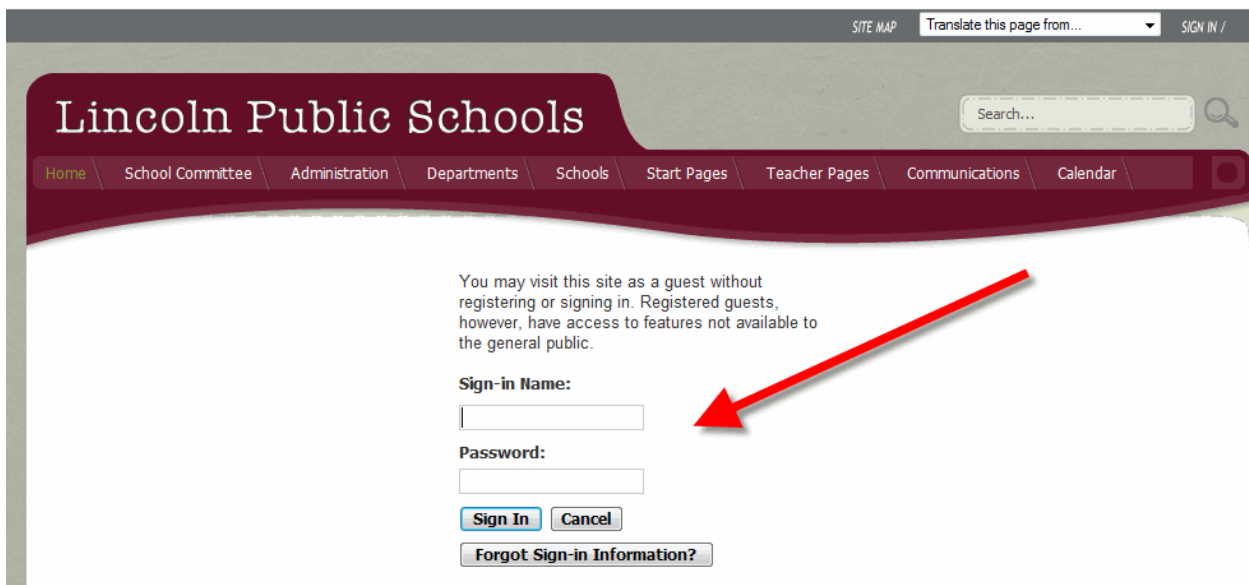
### 1. Click **SIGN IN**.

Figure 1



### 2. Enter the Sign-in Name (username) and Password that you received after you completed the [Online Registration form](#).

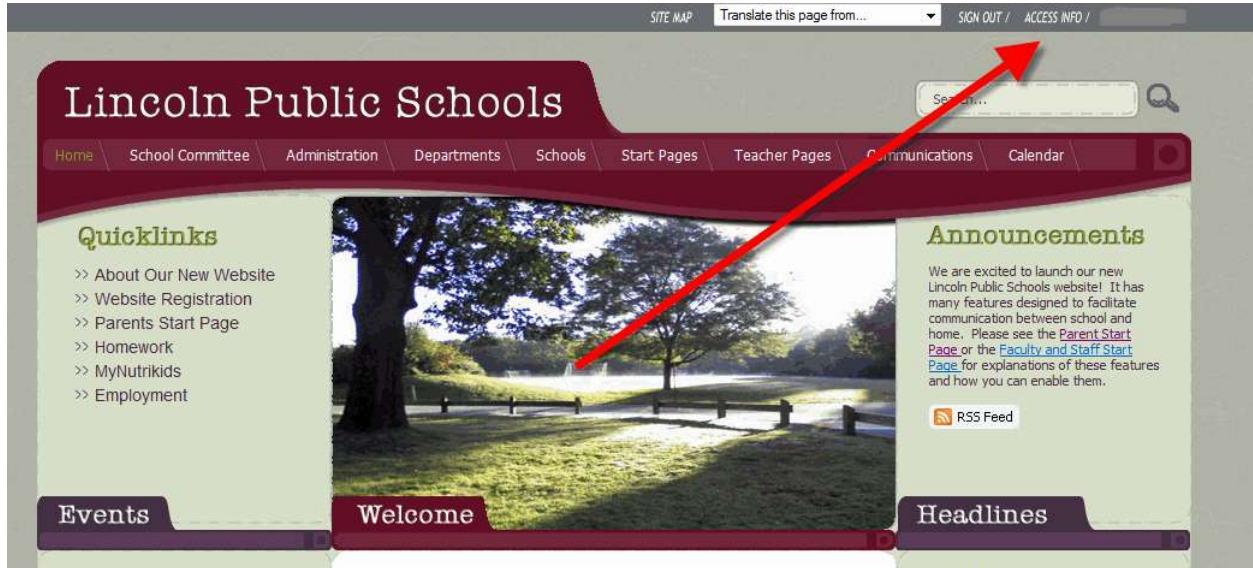
Figure 2



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3. After you Sign in, *ACCESS INFO* appears at the top of the page. Click *ACCESS INFO*.

Figure 3



**If you want** to change your username or password, complete Steps #4 and #5. **If you do not want** to change your username or password, then skip to Step #6.

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4. Enter a new username in the *Sign-In Name* field. Enter a new password in the *Password* field. Re-enter your new password again in the *Confirm Password* field. Click the *Save* button.

Figure 4

The screenshot shows a web form titled "My Profile" with the instruction "Please update your information in the form below." A legend indicates that an asterisk (\*) denotes a required field. The form contains the following fields: First Name (containing "First"), Last Name (containing "Last"), Title, Address 1, Address 2, City, State, Zip Code, Phone, Fax, Email Address (containing "somenam@somewhere.xxx"), Sign-In Name (containing "firstinallastna"), Password, and Confirm Password. Below the form is a section for "My E-Alerts & Subscriptions" with a toggle for "Your E-Alerts are" set to "on" and an "Edit Subscriptions" button. Under "Mobile Alerts", there is a text box for the number, a dropdown for "Mobile E-Alert Provider" set to "AT&T", and radio buttons for "Only send emergency E-Alerts to mobile" set to "No". At the bottom are "Save", "Delete Profile", and "Cancel" buttons. Two red arrows with text annotations are present: one pointing to the Sign-In Name field with the text "1. Change Password" and another pointing to the Save button with the text "2. Click 'Save.'".

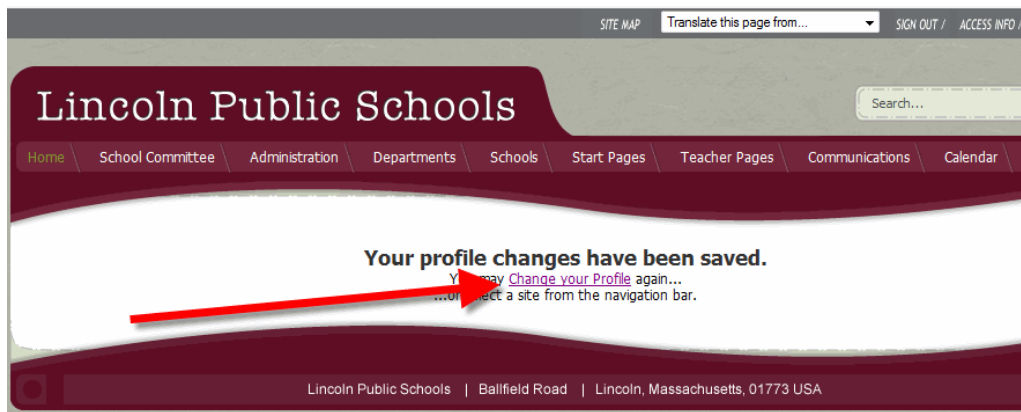
**1. Change Password**

**2. Click "Save."**

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### 5. Click *Change your Profile* again.

Figure 5



### 6. Click the *Edit Subscriptions* button.

Figure 6

The screenshot displays the "My Profile" section of the website. It contains a form with the following fields: First Name (with "First" entered), Last Name (with "Last" entered), Title, Address 1, Address 2, City, State, Zip Code, Phone, Fax, Email Address (with "someone@somewhere.xxx" entered), Sign-In Name (with "firstinitiallastname" entered), Password, and Confirm Password. A red arrow points from the "Edit Subscriptions" button at the bottom of the form to the "Edit Subscriptions" button in the footer. The footer also shows "Your E-Alerts are" with "on" selected and "off" unselected, followed by the "Edit Subscriptions" button.

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What does it mean to “subscribe to a section?”

If you check the box next to the name of a section of the website, any time the “editor” of that section updates the section with a important information, you will receive an email notification that an important update has been made to that section. The message will include a link back to the page on which the update was made. At any time and as often as you like, you can return to this page (your Profile) and “Edit your Subscriptions” to subscribe to more sections or to unsubscribe to sections.

### 7. Subscribe to sections of the website.

Figure 7

The screenshot shows a subscription management interface for Lincoln Public Schools. At the top, there is a dropdown menu set to "Lincoln Public Schools". Below this is a list of sections with checkboxes for subscription. Red arrows point to several checked checkboxes. Three text boxes on the right provide explanations for these selections.

Section	Subscription Status
Lincoln Public Schools homepage	Checked
Departments	
Athletics	Unchecked
Food Services	Unchecked
Health Services	Checked
METCO	Checked
Technology	Unchecked
Transportation	Unchecked
Schools	
About Lincoln Public Schools	Checked
Hanscom Middle School	Checked
Hanscom Primary School	Checked
Lincoln Preschool	Checked
Lincoln School, Grades 5-8	Checked
Lincoln School, Grades K-4	Checked
School Committee	
School Committee	Checked
Teacher Pages	

“LPS homepage” includes Announcements about school closings and delays due to the weather.

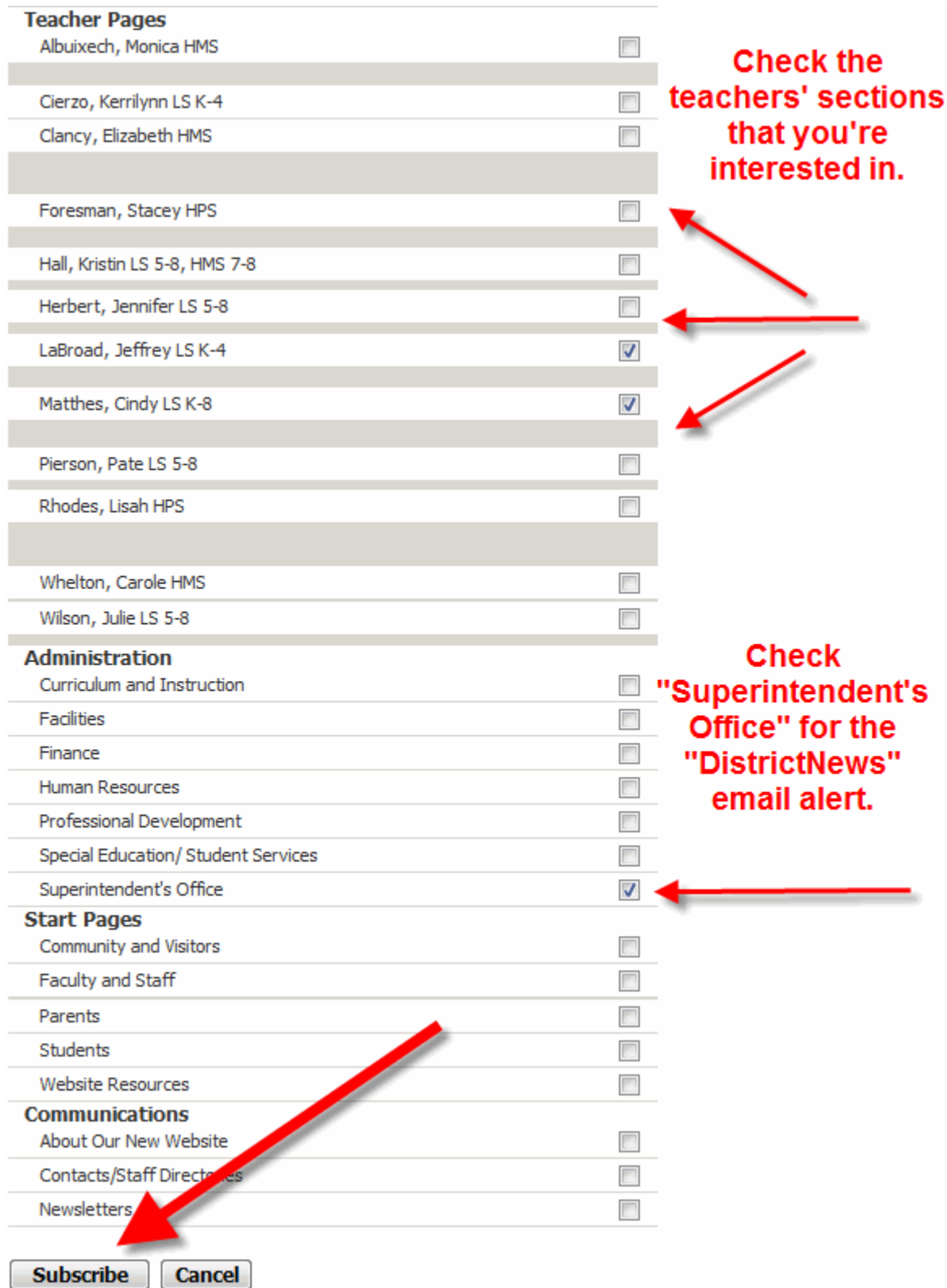
Select “METCO” for the weekly Lincoln METCO Newsletter.

Select a School or School Committee for their respective newsletter.

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8. After you finish editing your subscriptions, be sure to click *Subscribe* at the bottom of the page.

Figure 8



Teacher Pages	
Albuxech, Monica HMS	<input type="checkbox"/>
Cierzo, Kerrilynn LS K-4	<input type="checkbox"/>
Clancy, Elizabeth HMS	<input type="checkbox"/>
Foresman, Stacey HPS	<input type="checkbox"/>
Hall, Kristin LS 5-8, HMS 7-8	<input type="checkbox"/>
Herbert, Jennifer LS 5-8	<input type="checkbox"/>
LaBroad, Jeffrey LS K-4	<input checked="" type="checkbox"/>
Matthes, Cindy LS K-8	<input checked="" type="checkbox"/>
Pierson, Pate LS 5-8	<input type="checkbox"/>
Rhodes, Lisah HPS	<input type="checkbox"/>
Whelton, Carole HMS	<input type="checkbox"/>
Wilson, Julie LS 5-8	<input type="checkbox"/>
Administration	
Curriculum and Instruction	<input type="checkbox"/>
Facilities	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>
Professional Development	<input type="checkbox"/>
Special Education/ Student Services	<input type="checkbox"/>
Superintendent's Office	<input checked="" type="checkbox"/>
Start Pages	
Community and Visitors	<input type="checkbox"/>
Faculty and Staff	<input type="checkbox"/>
Parents	<input type="checkbox"/>
Students	<input type="checkbox"/>
Website Resources	<input type="checkbox"/>
Communications	
About Our New Website	<input type="checkbox"/>
Contacts/Staff Directories	<input type="checkbox"/>
Newsletters	<input type="checkbox"/>

**Check the teachers' sections that you're interested in.**

**Check "Superintendent's Office" for the "DistrictNews" email alert.**

**Subscribe** **Cancel**