

## What are E-Alerts?

E-Alerts are messages sent to you by staff at your School District. There are two types of E-Alerts you can receive: *Broadcast E-Alerts* and *Content E-Alerts*. You must be a registered user to receive E-Alerts.

### Broadcast E-Alerts

Broadcast E-Alerts are typically sent to groups of registered users and contain information such as newsletters, emergency closings, cancellations, meeting notices and the like. A Broadcast E-Alert can be delivered as an email message or you may opt to have it sent to your mobile phone as a Short Message Service (SMS) text message.

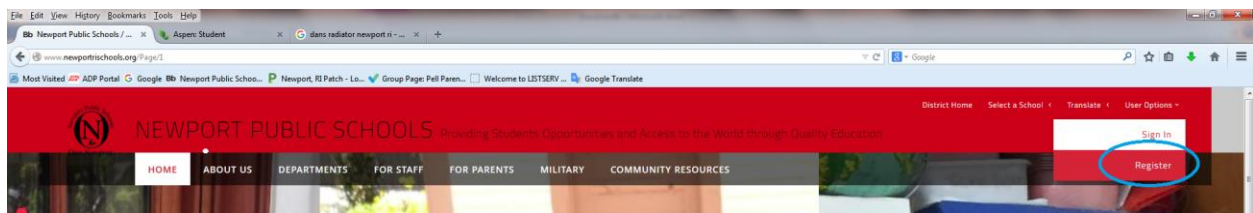
### Content E-Alerts

Content E-Alerts are sent to registered users who have subscribed to a homepage (which includes the homepage calendar) or website sections of interest. For example, you might subscribe to your School District's homepage or to the section of your child's teacher. When the District homepage or the teacher's section is updated and a content E-Alert is sent, you will receive an email notification that *content* has been modified. The email contains a link that you click to navigate to the subscription location.

## Signing up for the Newport Public Schools Website and Communication System

### How do I register?

Visit our home page at [www.NPSRI.net](http://www.NPSRI.net) and in the upper right hand corner click on user options, and in the drop down menu, click on register. Follow the steps to create a user name and password.



### How do I edit my E-Alert Settings?

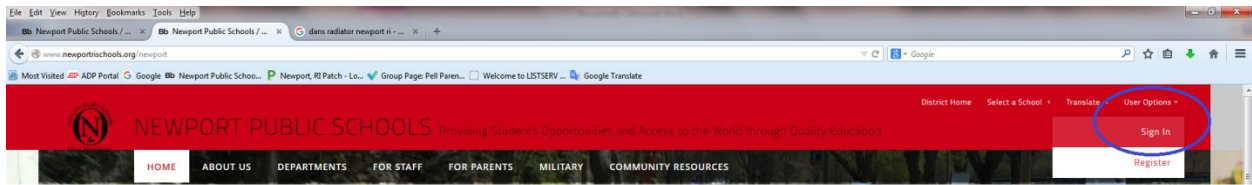
Because your user account includes an email address, Broadcast E-Alert editors are able to send you Broadcast E-Alerts as email messages. If you would like to receive text message Broadcast E-Alerts on your mobile phone, you need to edit your My Account E-Alert Settings.

You must also edit your E-Alert Settings if you wish to receive Third-Party Alerts (Amber Alerts and Severe Weather Alerts).

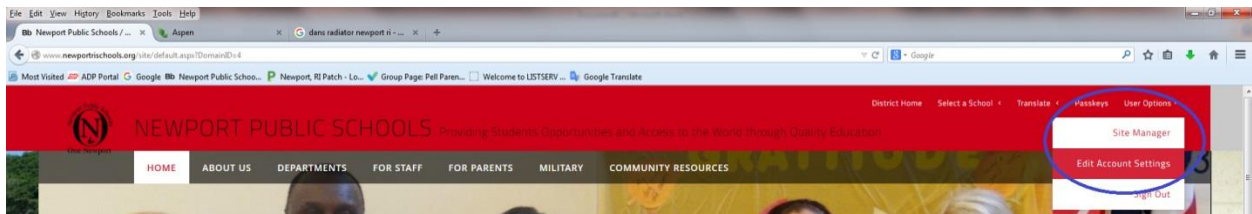
### Mobile E-Alerts

Here's how you sign up to receive SMS text message Broadcast E-Alerts.

1. Sign in to the school website.



2. Click **My Account**. A drop-down list displays.
3. Click **Edit Account Settings**. The Account Settings window opens on the **General** tab.



4. Click **E-Alert Settings** in the left column.

**Hi, Eric Sparks!**  
Update your personal information and account settings below. [Sign Out](#)

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- Information
- E-Alert Settings**
- Subscriptions
- PassKey Accounts
- School Associations
- Connected Services
- Change Password
- Delete Account

### E-Alert Settings

#### Mobile E-Alerts

Text Messages

Enter your mobile details to receive text message Broadcast E-Alerts if your district elects to send them. Additional charges may apply depending on your wireless provider service agreement.

10 Digit Mobile Number:


Mobile Provider:  
Select Provider


Send me only high priority mobile E-Alerts.  
 Yes  No

**Save Changes**

#### Third-party Alerts

Click a service below to sign up.

 **Amber Alerts**

 **Severe Weather Alerts**

5. Enter your ten-digit Mobile Number (e.g., 1234567890).
6. Select your Mobile Service Provider from the drop-down list.

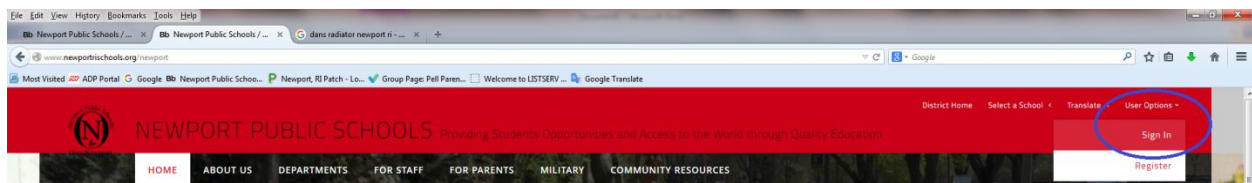
7. If you wish to only receive mobile Broadcast E-Alerts if they are flagged as *Emergency*, click the *Yes* radio button. By default, the *No* radio button is selected.
8. Click **Save Changes**.

## How do I Manage My Content E-Alert Subscriptions?

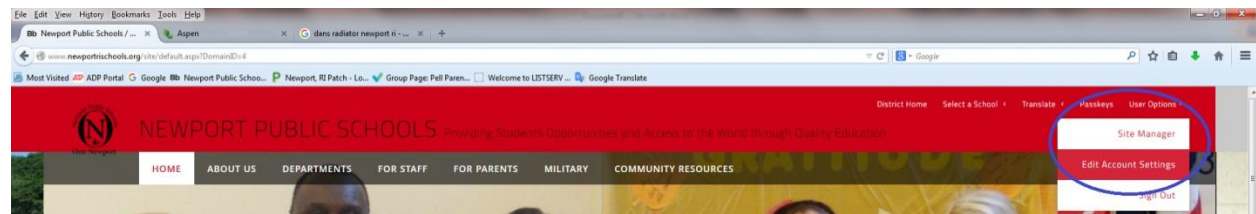
In order to receive Content E-Alerts, you must first subscribe to areas on the website. When an editor of an area to which you have subscribed modifies content within that area and sends a Content E-Alert, you receive email notification indicating that content has been updated. Click the link in the email message to navigate directly to the subscribed area.

Here's how you manage your subscriptions.

1. Sign in to the school website.



2. Click **My Account**. A drop-down list displays.
3. Click **Edit Account Settings**. The Account Settings window opens.




4. Click **Subscriptions** in the left column.
5. Click **Manage Subscriptions**. The Manage Subscriptions window opens.

Hi, Eric Sparks!

Update your personal information and account settings below.


Sign Out


 Information

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## Subscriptions

If you want to, you can subscribe to areas of our website. When those areas are updated, editors can email you to let you know that content has changed. Area editors can also send you newsletters and other notices if you are a subscriber. To subscribe to areas that are of interest to you, click Manage Subscriptions.

Manage Subscriptions

We noticed that you haven't subscribed to any areas of our website. Click Manage Subscriptions to get started.

6. Click **Homepages and Calendars** and activate the check boxes of the sites to which you wish to subscribe to the homepage and calendar. Click the checkbox to the left of a site to select it.

## Manage Subscriptions

Search for content that is of interest to you, and place a checkmark next to each area you wish to subscribe to. You can unsubscribe by removing the checkmark next to an area. Be sure to browse both the Homepages and Calendars tab, and the Other Areas of Interest tab.

Homepages and Calendars

Other Areas of Interest

Place a checkmark next to each homepage and calendar of interest.

Happy Valley Elementary School

Happy Valley High School

Happy Valley Middle School

Happy Valley School District

I'm Done

7. Click **Other Areas of Interest** to subscribe to additional areas. You can browse through all areas. Or, you can filter by District or School sites, by Channels or enter a search string. Click the checkbox to the left of a section to select it.

a. To filter sections, select a District or School site and Channel combination.

b. To further limit your results, you can enter all or part of a section name in the search field and click **Search**.

## Manage Subscriptions

Search for content that is of interest to you, and place a checkmark next to each area you wish to subscribe to. You can unsubscribe by removing the checkmark next to an area. Be sure to browse both the Homepages and Calendars tab, and the Other Areas of Interest tab.

Homepages and Calendars

Other Areas of Interest

Search for a specific area using the search box on the right, or use the dropdown menus to create filtered lists of areas to choose from. Place a checkmark next to each area of interest.

Happy Valley High School

Teachers

sparks, eric

Search

Sparks, Eric

Happy Valley High School / Teachers / Sparks, Eric

I'm Done