

# Schoolwires: Parents Quick Start

## Creating an Account For Schoolwires GCISD website

1. Open an Internet Browser
2. Go to: <http://www.gcisd-k12.org>
3. In the upper right hand corner click on **NEW USER**
4. A window comes up - Please enter your **date of birth** and click **SUBMIT**



So that this site is compliant with federal law under the Children's Online Privacy Protection Act (COPPA), all registration requests must first pass birth date validation. Birth date information is collected only to validate your age and is not stored.

**Please enter your date of birth and click submit.**

/  /

**Example: 04/05/1975**

5. Then fill out the form to register with the GCISD site.

Please fill in the form below to register with this site.

\* = Required Field

**First Name:**  \*

**Last Name:**  \*

**Title:**

**Address 1:**

**Address 2:**

**City:**

**State:**

**Zip Code:**

**Phone:**

**Fax:**

**Email Address:**  \*

**Sign-In Name:**  \*

**Password:**  \*

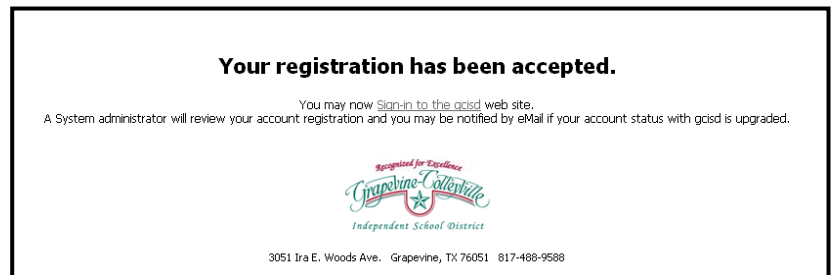
**Confirm Password:**  \*

Please send me email about Events and Activities.

6. When complete, click **Submit**.

7. A "Your registration has been accepted." message should now come up.

8. Please click to sign-in to the GCISD website, using the name and password you just chose.



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## Personalizing Your Account

1. Once you sign in, the top bar of your browser will change. It will now read **SIGN OUT** and **ACCESS MY INFO**. Click on **ACCESS MY INFO**.

SIGN OUT ACCESS MY INFO

2. Your profile information will come up. You can update this information anytime the data changes.
3. Towards the bottom of the page there is a tab labeled: **My E-Alerts and Subscriptions**. Click on **Edit Subscriptions**.

This area will allow you to subscribe to the pages that interest you. When changes are made to the pages you subscribe to an email will be sent to your account.

The screenshot displays the parent account interface for Grapevine-Colleyville Independent School District. At the top, there is a navigation bar with 'SIGN OUT' and 'ACCESS MY INFO' (circled in red). Below this is the school district logo and a banner with the mission statement: 'The mission of GCISD is to be THE BEST'. The main content area is titled 'My Profile' and contains a form for updating personal information. The form includes fields for First Name (Paul), Last Name (Parent), Title, Address 1, Address 2, City, State, Zip Code, Phone, Fax, Email Address (paul.parent@parents.net), Sign-in Name (paul.parent), Password, and Confirm Password. Below the form is a section for 'My E-Alerts & Subscriptions' with a radio button for 'off' and an 'Edit Subscriptions' button circled in red. The page also includes a footer with contact information and a copyright notice.

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4. The Edit Subscriptions window will come up. The first list you see is at the district level. If there is a department you want to receive update e-Alerts, then click in the box beside that name. It will place a green check in the box to confirm your selection.

**\*\*\*Be sure to check the GCISD homepage to receive the district newsletter, announcements and breaking news such as school closings due to inclement weather.\*\*\***

[My Profile](#) [Edit Subscriptions](#)

**Subscribe to our e-Alerts!**  
Select a site from the drop-down list. Then click in the checkbox to the right of the homepage or sections to which you want to subscribe. When editors make changes, they can notify all subscribers by email.

To save your changes, click the Subscribe button before selecting a new site from the drop-down list.

Grapevine Colleyville Independent School District ▼

Grapevine Colleyville Independent School District homepage	<input checked="" type="checkbox"/>
Bridges	
Bridges Accelerated Learning Center	<input type="checkbox"/>
Departments	
Assessment, Research and Evaluation	<input type="checkbox"/>

5. To choose a campus, click on the drop down arrow beside Grapevine-Colleyville Independent School District. A list of the campuses will appear. Choose the one that interests you. Once this is done, a list of the campuses pages will appear. To receive an e-Alert from one of these, just click in the box beside the name causing a green check mark to be in the box.

**\*\*\*Be sure to check the campus homepage to receive the principal update and other news related to that campus.\*\*\***

Grapevine Colleyville Independent School District ▼

- Grapevine Colleyville Independent School District
- Bear Creek Elementary School
- Bransford Elementary School
- Cannon Elementary School
- Colleyville Elementary School
- Colleyville Heritage High School
- Colleyville Middle School
- Cross Timbers Middle School
- Dove Elementary School
- Glenhope Elementary School
- Grapevine Elementary School
- Grapevine High School
- Grapevine Middle School
- Heritage Elementary School
- Heritage Middle School
- O.C. Taylor Elementary School
- Silver Lake Elementary School
- Timberline Elementary School

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6. Once all the selections have been made, scroll down to the bottom of the page and click **Subscribe**. A confirmation screen will appear to let you know your choices were saved.

**Subscribe** **Cancel**

**Your profile changes have been saved.**

You may [Change your Profile](#) again...  
...or select a site area from the left navigation bar.



7. Click back on **ACCESS MY INFO** and scroll down to **My E-Alerts and Subscriptions**. Notice the **Mobile Alerts** section. To receive broadcast alerts on your cell phone, fill in the information. These messages will come to your phone as text messages. **\*\*\*Please note that additional charges may be applicable depending on your service agreement.\*\*\***

My E-Alerts & Subscriptions

Your E-Alerts are  on  off **Edit Subscriptions**

**Mobile Alerts**

*Mobile alerts will deliver a text message to your mobile device. Additional charges may be applicable depending on your service agreement with your wireless provider.*

Mobile E-Alert Number:

Mobile E-Alert Provider:

Only send emergency E-Alerts to mobile:  Yes  No

**Save** **Delete Profile** **Cancel**

8. Click **Save**.