

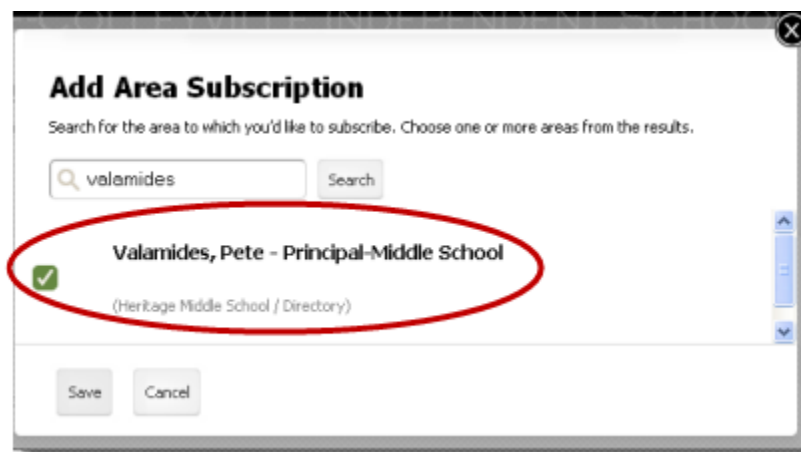
Signing up for E-Alerts in SchoolWires - Parents

Creating an Account for the Schoolwires GCISD Website

1. Open an **INTERNET BROWSER**
2. Go to <http://www.gcisd-k12.org>
3. Click **NEW USER** in the upper, right corner
4. Enter your **DATE OF BIRTH**
5. Click **SUBMIT**
6. Fill out the form and click **SUBMIT**
NOTE: Leave the PLEASE SEND ME E-ALERTS FROM THIS SITE checked
7. Click the **SIGN-IN** link and sign in using your newly created name and password

Subscribing to Principal Communication

1. Once signed in, click the **ACCESS MY INFO** link in the upper, right corner
2. Click the **SUBSCRIPTIONS** tab.
3. Click the **ADD AREA** button.
4. Enter **VALAMIDES** in the search field and click the **SEARCH** button.
5. A list of names will appear. The checkmark next to the name will be gray. **YOU MUST CLICK THE CHECKMARK TO SELECT** the section.



6. Click the **SAVE** button. A list of subscriptions will appear.

Subscribers will receive an E-Alert email message from Schoolwires when Mr. Valamides updates his web page.