

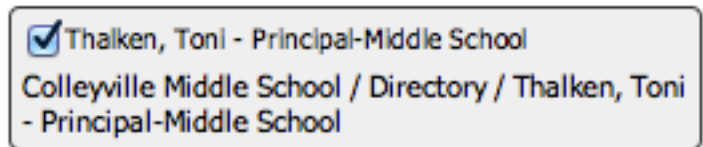
Subscribing to Principal's Weekly Email

Create a Schoolwires Account

1. Go to <http://www.gcisd-k12.org>.
2. In the upper right corner click **NEW USER**.
3. When a new window appears, enter your date of birth and click **SUBMIT**.
4. Complete the required fields (marked by asterisk) on the form and click **SUBMIT**.
5. A message will appear that says you have been successful registering for the site.
6. Click the link that says **SIGN IN**.
7. Sign in to the web site using the Sign-in name and password you created in the registration window.

Subscribing to the Principal's Weekly Newsletter

1. When you are signed in to the web site, the top bar of your browser will change. You will now have **SIGN OUT** and **ACCESS MY INFO** buttons in the top right corner.
2. Click **ACCESS MY INFO**.
3. Click the **SUBSCRIPTIONS** tab.
4. Click the **ADD AREA** button.
5. Click the **OTHER AREAS** button.
6. Change the **Grapevine-Colleyville ISD** dropdown to **Colleyville Middle School**
7. Enter a search term to locate the person's page you want to subscribe to. In this case "thalken". Click the **SEARCH** button.
8. A list of names will appear. Place a checkmark next to the name.
9. Click the **I'M DONE** button. You will see a list of your subscriptions.



Mrs. Thalken generally sends out a weekly email on Mondays. After subscribing with the above instructions, you will receive a weekly E-Alert email message from Schoolwires when Mrs. Thalken updates her web page.