

Subscribing to the Principal's 'Points of Pride' Email

Create a Schoolwires Account (if you already have one skip to step 6)

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 – *remember to write down your sign-in name and password* – then click SUBMIT.
5. A message will appear that says you have been successful registering for the site.
6. Click the link in the upper right corner that says SIGN IN.



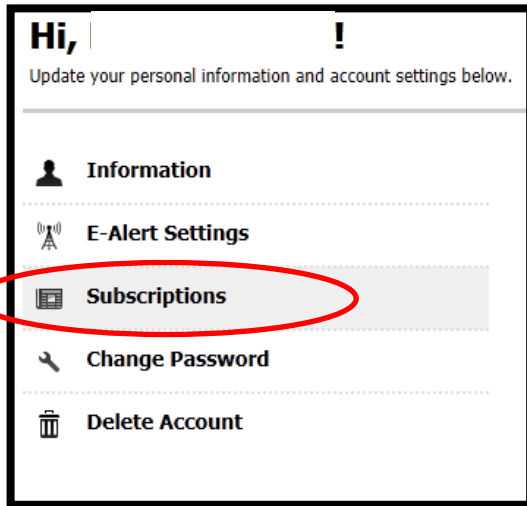
7. Sign in to the web site using the Sign-in name and password you created in the registration window.

Subscribing to the CHHS Points of Pride News

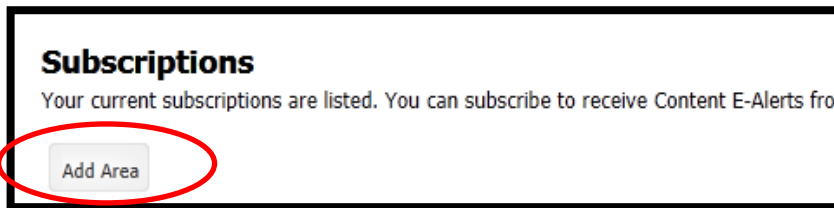
1. When you are signed in to the web site, the top bar of your browser will change. You will now have SIGN OUT and ACCESS MY INFO buttons in the top right corner.
2. Click ACCESS MY INFO.



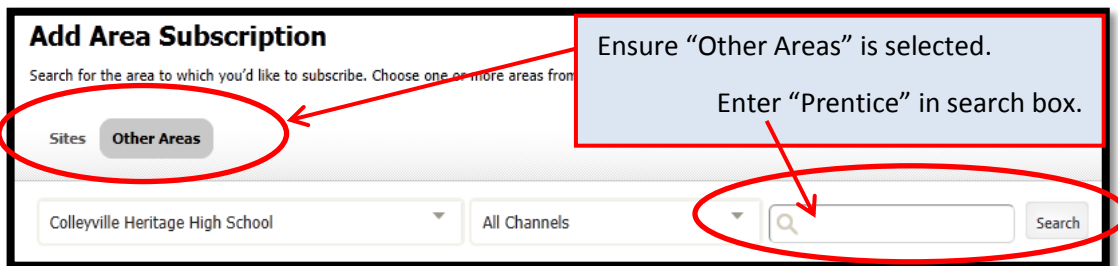
3. Click the SUBSCRIPTIONS tab.



4. Click the ADD AREA button.



5. A new window pops up – make sure “Other Areas” is selected to see search box on right.
6. Enter a search term to locate the person’s page you want to subscribe to. In this case “Prentice.”



7. Click the SEARCH button.
8. A list of names will appear. The checkmark next to the name will be gray. YOU MUST CLICK THE CHECKMARK TO MAKE IT TURN GREEN.
9. Click the I'M DONE/SAVE button at bottom. You will now see a list of your subscriptions.

After subscribing with the above instructions, you will receive an E-Alert email message from Schoolwires when Mrs. Prentice sends out the Points of Pride news. The direct link to the Points of Pride page is:

<http://www.gcisd-k12.org/Page/8235>