

If you do not want to receive e-alerts from CTMS, please follow the instructions below:

1. Go to the GCISD Home Page (or any of the GCISD School Sites)

(<http://www.gcisd-k12.org/gcisd/site/default.asp>)

Click **SIGN IN** (upper right corner)

2. **Login**

You may visit this site as a guest without registering or signing in. Registered guests, however, have access to features not available to the general public.

Sign-in Name:

 Password:



3. In the upper right corner, select **ACCESS MY INFO**



4. Scroll down and select **EDIT SUBSCRIPTIONS**

5. Select **Cross Timbers Middle School**

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
 Bear Creek Elementary School
 Bransford Elementary School
 Bridges Accelerated Learning Center
 Cannon Elementary School
 Colleyville Elementary School
 Colleyville Heritage High School
 Colleyville Middle School
 Cross Timbers Middle School
 Dove Elementary School

My E-Alerts & Subscriptions

Your E-Alerts are on off

6. **UNCHECK** all that you no longer wish to receive e-alerts from.
7. Make sure to click **SUBSCRIBE** at the bottom of the page.
(Seems strange, but this is Updating your Profile.)
8. "Your profile changes have been saved" window appears.

Tidmore, Linda - Principal-Middle School	<input type="checkbox"/>
Watson, Christine - English-Lang Arts Teacher	<input type="checkbox"/>
Weiss, Stacey - Special Education Teacher	<input type="checkbox"/>
Wied, Terie - English-Lang Arts Teacher	<input type="checkbox"/>
Williams, Melanie - Spec Ed Asst	<input type="checkbox"/>
Witte, Patty - ESL Teacher	<input type="checkbox"/>
Young, Rosaric - Diagnostician	<input type="checkbox"/>

Your profile changes have been saved.

You may again...
 ...or select a site area from the left navigation bar.

9. If more changes are necessary, select **CHANGE YOUR PROFILE**. If all changes have been made, select **SIGN OUT**. (upper right corner)