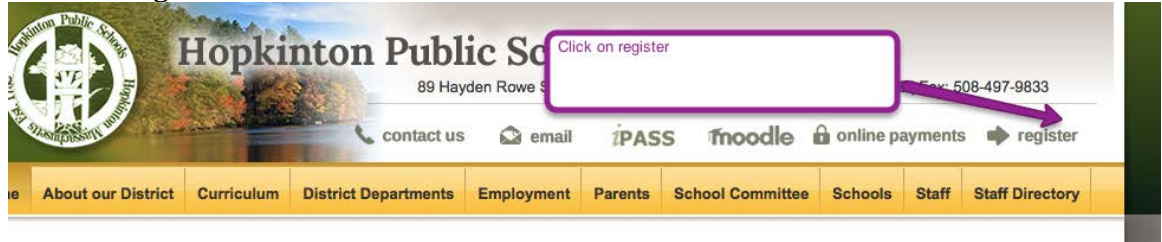


How to register for Hopkinton Public School webpage updates

1. Navigate to www.hopkinton.k12.ma.us
2. Click on register



3. Enter your birth date, click on Submit

We want this site to be compliant with federal law under the Children's Online Privacy Protection Act (COPPA). Please enter your birth date so we can confirm that you are at least 13 years old. Your birth date information is collected only to validate your age and is not stored.

Enter your birth date and click submit.

Example: 04/05/1975

Enter your date of birth and submit

Submit

4. Enter Account information, click on Submit

A screenshot of the registration form on the Hopkinton Public Schools website. The form contains several input fields: First Name, Last Name, Title, Address 1, Address 2, City, State, Zip Code, Phone, Fax, Email Address, User Name, Password, and Confirm Password. There are also checkboxes for 'I HAVE READ AND AGREE TO THE SCHOOL'S TERMS OF USE' and 'Please send me E-Alerts from this site'. A 'Submit' button is at the bottom. A purple box on the right contains instructions: 'Fill in all boxes with a red triangle in top right; First Name, Last Name, Email Address, User Name, Password, and Confirm Password. Hint: Use your email address for your User Name so that you know it will be unique.' Other purple boxes highlight the 'Email Address' field with the text 'Your email address here', the 'User Name' field with 'Select a user name', and the 'Submit' button with 'Submit'. A purple arrow points to the 'I HAVE READ AND AGREE TO THE SCHOOL'S TERMS OF USE' checkbox with the text 'Check agreement to terms of use'.

How do I Edit My E-Alert Settings?

Because your user account includes an email address, Broadcast E-Alert editors are able to send you Broadcast E-Alerts as email messages. If you would like to receive text message Broadcast E-Alerts on your mobile phone, you need to edit your E-Alert Settings.

Mobile E-Alerts

Here's how you sign up to receive SMS text message Broadcast E-Alerts.

1. Sign in to the school website.

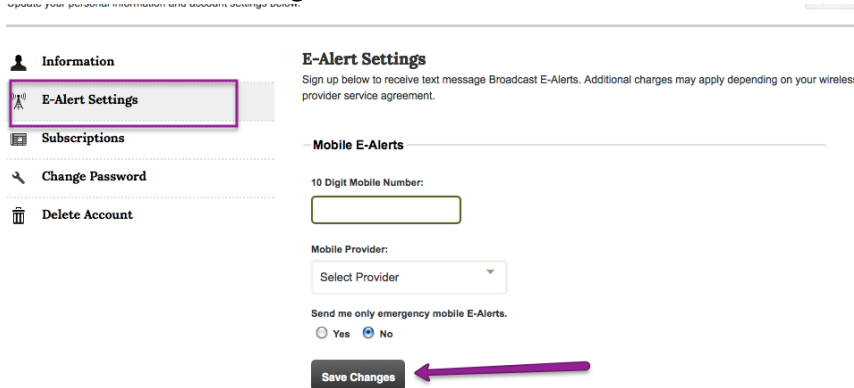


2. Click **My Account**. A drop down list displays.

3. Click **Edit Account Settings**. The Account Settings window opens on the **General** tab.



4. Click **E-Alert Settings** in the left column.



5. Enter your ten digit Mobile Number (e.g., 1234567890).

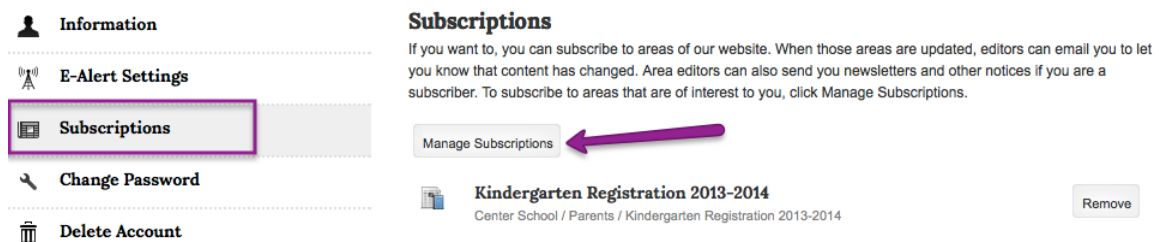
6. Select your Mobile Provider from the drop down list.

7. Click **Save Changes**.

How do I Manage My Content E-Alert Subscriptions?

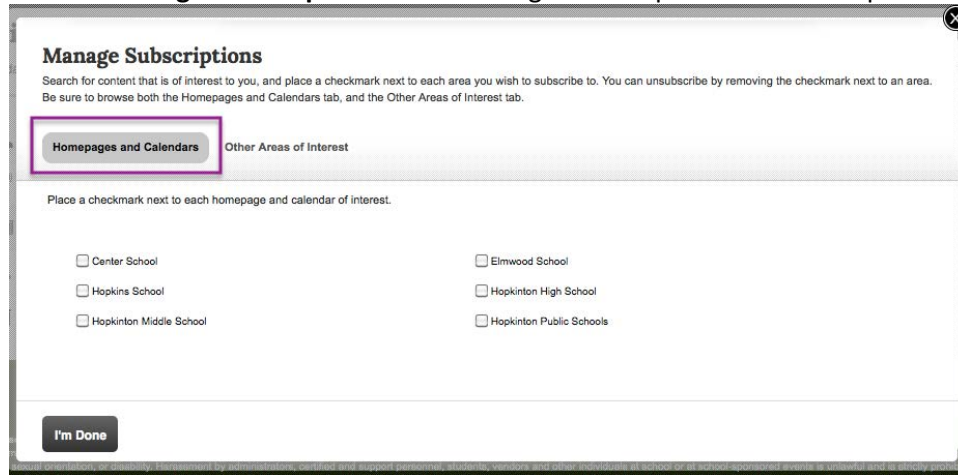
In order to receive Content E-Alerts, you must first subscribe to areas on the website. When an editor of an area to which you have subscribed modifies content within that area and sends a Content E-Alert, you receive email notification indicating that content has been updated. Click the link in the email message to navigate directly to the subscribed area.

1. Click **Subscriptions** in the left column.



The screenshot shows a user profile page with a left-hand navigation menu and a main content area. The navigation menu includes: Information, E-Alert Settings, Subscriptions (highlighted with a purple box), Change Password, and Delete Account. The main content area has a 'Subscriptions' heading and a paragraph explaining the subscription process. Below the text is a 'Manage Subscriptions' button, which is pointed to by a purple arrow. To the right of this button, there is a card for 'Kindergarten Registration 2013-2014' with a 'Remove' button.

2. Click **Manage Subscriptions**. The Manage Subscriptions window opens.



The screenshot shows a 'Manage Subscriptions' window. At the top, there is a search bar and instructions. Below that are two tabs: 'Homepages and Calendars' (selected and highlighted with a purple box) and 'Other Areas of Interest'. Under the 'Homepages and Calendars' tab, there is a list of school sites with checkboxes next to them: Center School, Elmwood School, Hopkins School, Hopkinton High School, Hopkinton Middle School, and Hopkinton Public Schools. At the bottom left of the window is an 'I'm Done' button.

3. Use the **Homepages and Calendars** tab to subscribe to the homepages and calendars of your district or school sites. Click the checkbox to the left of a site to select it.

4. Use the **Other Areas of Interest** tab to select sections of interest. For example to receive updates to the Kindergarten Registration page filter by Center School, Parent Channel and Click the checkbox to the left of Kindergarten Registration to select it.

Center School / Parents / Building Accommodation Plan

Center School / Parents / Community Organizations

Center School / Parents / Building Accommodation Plan

Center School / Parents / Dismissal Change Form

Center School / Parents / E-Flyer

Center School / Parents / E-Flyer

Center School / Parents / E-Flyer and Listserv Signup

Center School / Parents / E-Flyer and Listserv Signup

Center School / Parents / HPS Curriculum

Center School / Parents / HPS Curriculum

Center School / Parents / HPS Sourcebook

Center School / Parents / HPS Sourcebook

Center School / Parents / HTPA

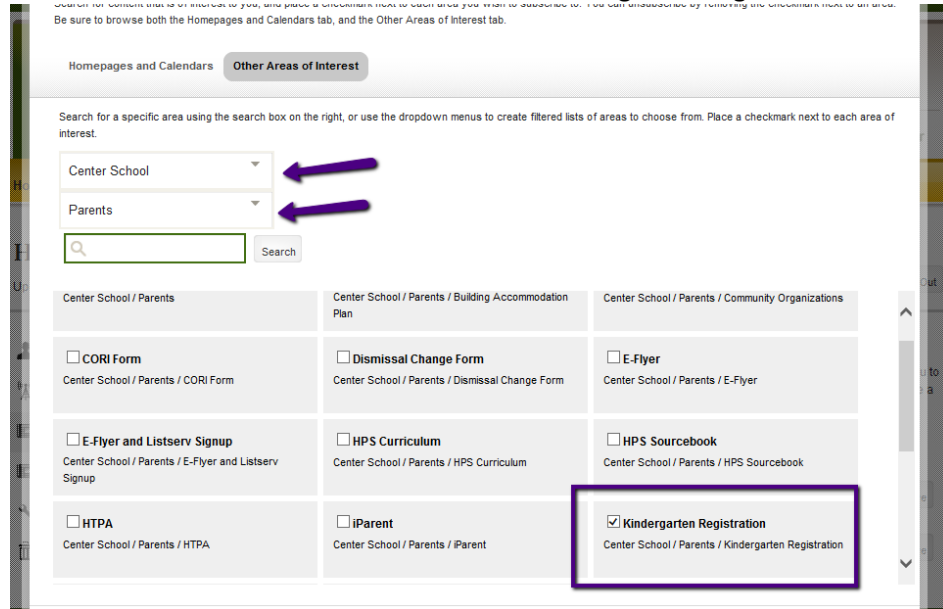
Center School / Parents / HTPA

Center School / Parents / iParent

Center School / Parents / iParent

Kindergarten Registration

Center School / Parents / Kindergarten Registration



5. Click **I'm Done** Your selections display under **Manage Subscriptions**.

6. To unsubscribe from an area click **Remove**.

Information

- E-Alert Settings**
- Subscriptions**
- Change Password**
- Delete Account**

Subscriptions

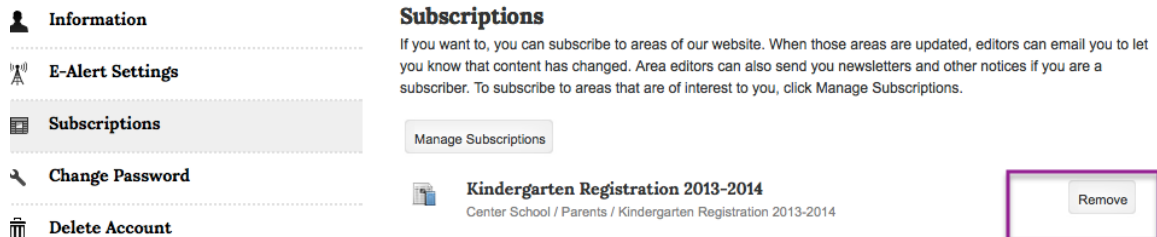
If you want to, you can subscribe to areas of our website. When those areas are updated, editors can email you to let you know that content has changed. Area editors can also send you newsletters and other notices if you are a subscriber. To subscribe to areas that are of interest to you, click Manage Subscriptions.

[Manage Subscriptions](#)

Kindergarten Registration 2013-2014

Center School / Parents / Kindergarten Registration 2013-2014

[Remove](#)



To Register for Announcements

Manage Subscriptions

Search for content that is of interest to you, and place a checkmark next to each area you wish to subscribe to. You can unsubscribe by removing the checkmark next to an area. Be sure to browse both the Homepages and Calendars tab, and the Other Areas of Interest tab.

Homepages and Calendars **Other Areas of Interest**

Search for a specific area using the search box on the right, or use the dropdown menus to create filtered lists of areas to choose from. Place a checkmark next to each area of interest.

Hopkinton High School
Parents
Search

<input type="checkbox"/> Parents Hopkinton High School / Parents	<input checked="" type="checkbox"/> Announcements Hopkinton High School / Parents / Announcements	<input type="checkbox"/> Community Organizations Hopkinton High School / Parents / Community Organizations
<input type="checkbox"/> Counseling Hopkinton High School / Parents / Counseling	<input type="checkbox"/> E-Flyer and Listserv Signup Hopkinton High School / Parents / E-Flyer and Listserv Signup	<input type="checkbox"/> iParent Hopkinton High School / Parents / iParent
<input type="checkbox"/> Key Documents Hopkinton High School / Parents / Key Documents	<input type="checkbox"/> Key Links Hopkinton High School / Parents / Key Links	<input type="checkbox"/> Lunch Menu Hopkinton High School / Parents / Lunch Menu
<input type="checkbox"/> Naviance	<input type="checkbox"/> Newsletters	<input type="checkbox"/> Registration/Withdrawal Documents

1. Change School to the School your child attends

2. Change Channel to "Parents"

3. Check "Announcements"

4. Scroll down and Click "I'm Done"

To Register for PreSchool Announcements

Manage Subscriptions

Search for content that is of interest to you, and place a checkmark next to each area you wish to subscribe to. You can unsubscribe by removing the checkmark next to an area. Be sure to browse both the Homepages and Calendars tab, and the Other Areas of Interest tab.

Homepages and Calendars **Other Areas of Interest**

Search for a specific area using the search box on the right, or use the dropdown menus to create filtered lists of areas to choose from. Place a checkmark next to each area of interest.

Hopkinton Public Schools
Schools

Schools
Hopkinton Public Schools / Schools

Center School
Hopkinton Public Schools / Schools / Center School

District Home
Hopkinton Public Schools / Schools / District Home

Elmwood School
Hopkinton Public Schools / Schools / Elmwood School

High School
Hopkinton Public Schools / Schools / High School

Hopkins School
Hopkinton Public Schools / Schools / Hopkins School

Middle School
Hopkinton Public Schools / Schools / Middle School

PreSchool
Hopkinton Public Schools / Schools / PreSchool

I'm Done

1. Change School to "Hopkinton Public Schools"
2. Change Channel to "Schools"
3. Check PreSchool
4. Click on "I'm Done"

To Register for E-Flyers

Manage Subscriptions

Search for content that is of interest to you, and place a checkmark next to each area you wish to subscribe to. You can unsubscribe by removing the checkmark next to an area. Be sure to browse both the Homepages and Calendars tab, and the Other Areas of Interest tab.

Homepages and Calendars **Other Areas of Interest**

Search for a specific area using the search box on the right, or use the dropdown menus to create filtered lists of areas to choose from. Place a checkmark next to each area of interest.

Hopkinton Public Schools

1. Change School to "Hopkinton Public Schools"

Parents

2. Change Channel to "Parents"

Search

	Announcements	Organizations
<input type="checkbox"/> Crisis Response Hopkinton Public Schools / Parents / Crisis Response	<input checked="" type="checkbox"/> E-Flyer Hopkinton Public Schools / Parents / E-Flyer	<input type="checkbox"/> E-Flyer and Listserv Signup Hopkinton Public Schools / Parents / E-Flyer and Listserv Signup
<input type="checkbox"/> iParent Hopkinton Public Schools / Parents / iParent	<input type="checkbox"/> Lunch Menu Hopkinton Public Schools / Parents / Lunch Menu	<input type="checkbox"/> Registration/Withdrawal Forms Hopkinton Public Schools / Parents / Registration/Withdrawal Forms
<input type="checkbox"/> Staff Directory Hopkinton Public Schools / Parents / Staff Directory		

3. Check "E-Flyer"

I'm Done

4. Click "I'm Done"