

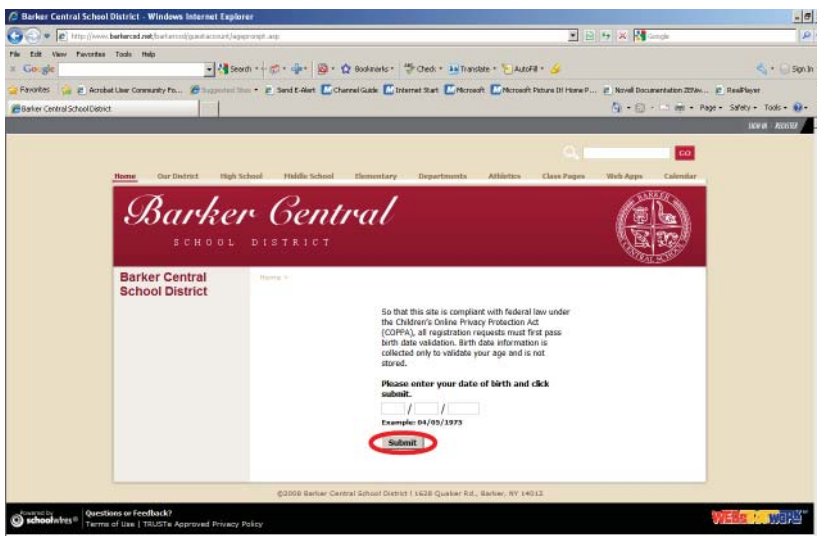
# Instructions for Registering as a User of the Barker Central School Website and Subscribing to E- Alerts

## Step 1. Register as a User

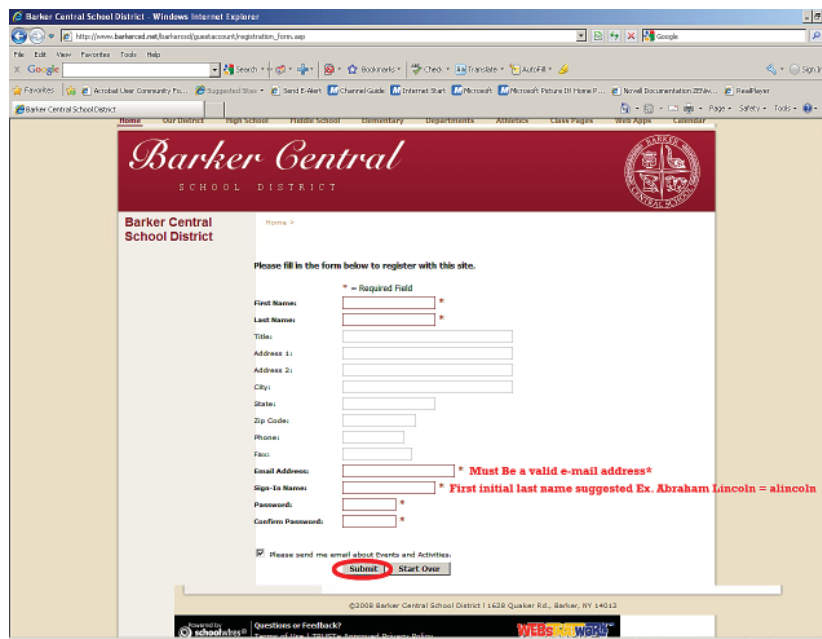
Click on the Register Button at the Top Right Corner of the Barker Central School Homepage



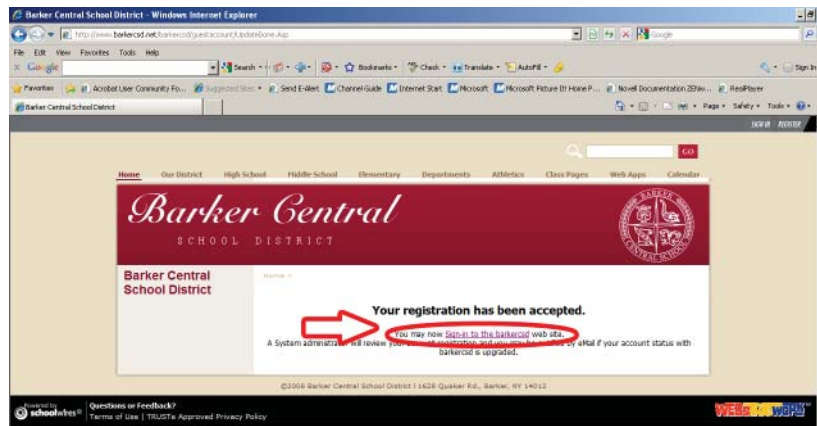
Enter your date of birth, then click submit. You must be 14 years of age to register.



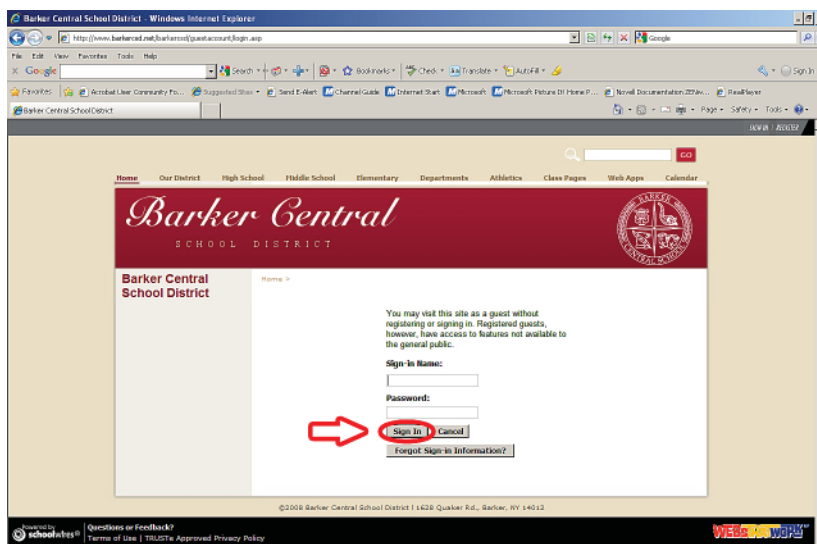
Enter your first and last name, a valid e-mail address and select a password, then select submit.



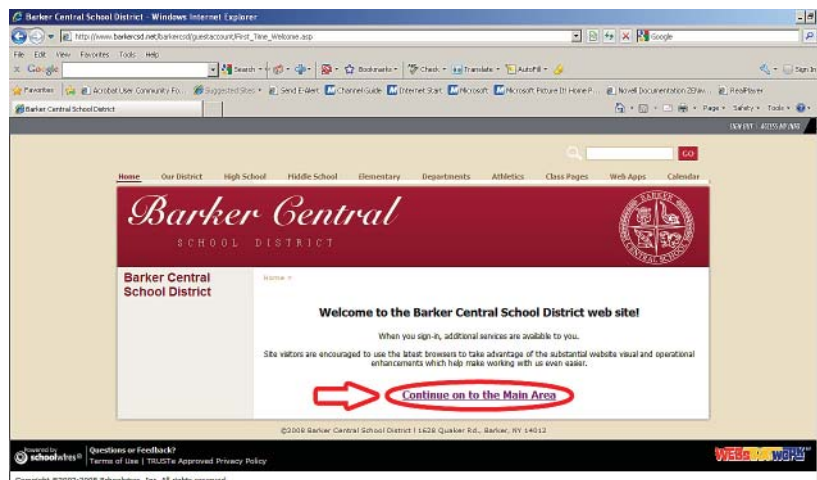
When this step is completed you will see a confirmation screen, select sign in.



Enter the login ID and password you selected in the previous step, then select sign in.



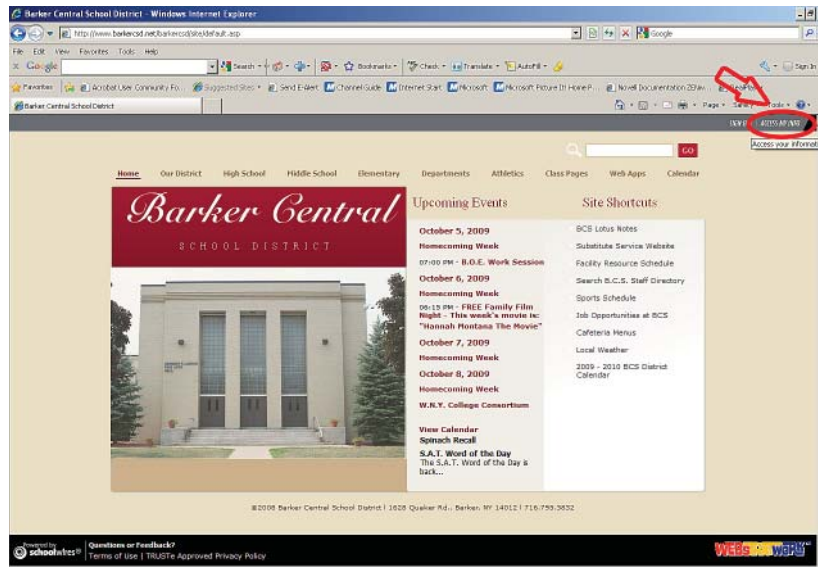
Select the "Continue to the Main Area" link at the welcome screen. You have successfully registered and signed in. You will receive a confirmation e-mail at the address you used to register.



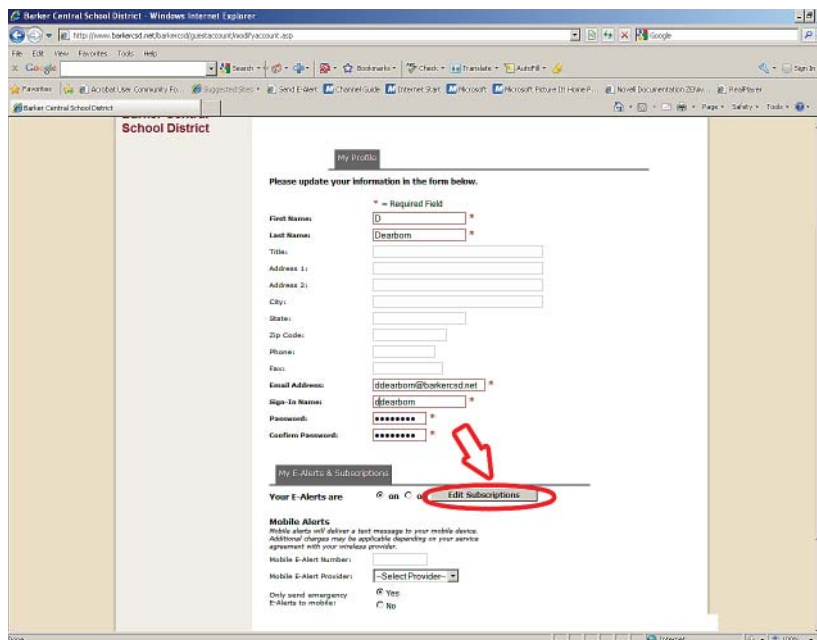
## Step 2. Sign Up For E-Alerts -

Click on the Access My Info Button at the Top Right Corner of the Barker Central School Homepage.

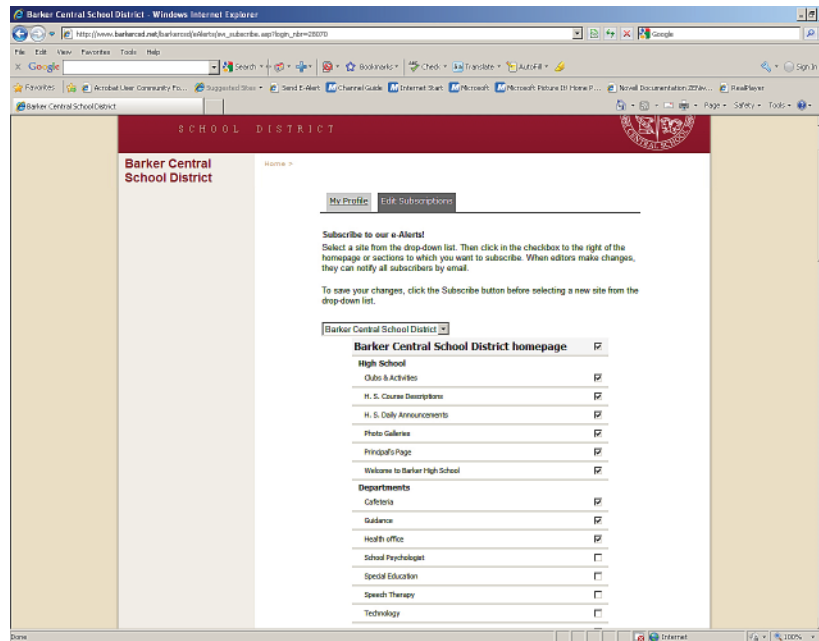
NOTE - Properly signed in users only will see this button.



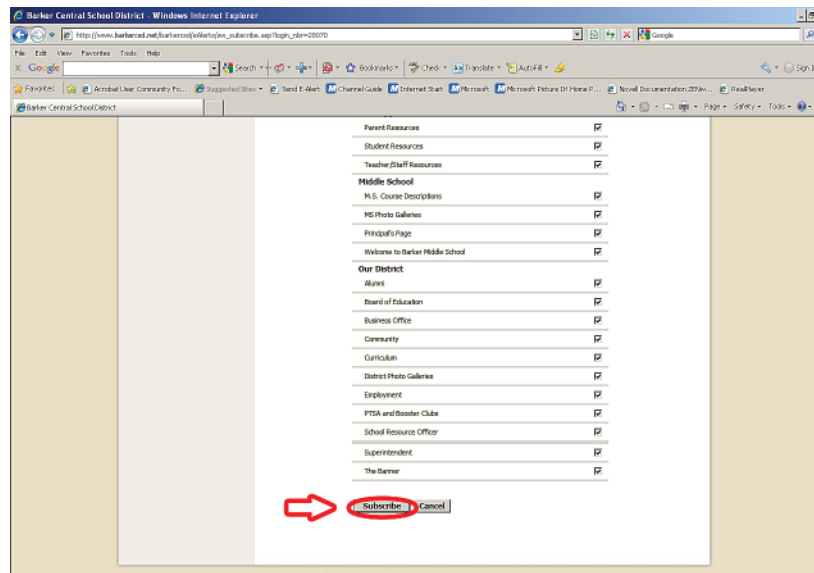
Select the “Edit Subscriptions” button about halfway down the page.



Check the boxes for as many sections as you are interested in receiving E-Alerts for.



Use your scroll bar to navigate to the bottom of the page and select submit. NOTE: You may change these options at any time and as often as you like.



You will see a confirmation screen that your changes have been saved. E-alerts will now be sent to your E-mail address any time a section that you have subscribed to have been updated.

