



ST. PAUL'S

Sign-up for Text/Email Alerts

Step-by-step instructions to sign up for News Alerts, Athletic Alerts, and LMS Alerts through the St. Paul's communication system.

News Alerts

Receive emails and texts about St. Paul's news in a variety of categories such as: urgent news (school closing for weather), divisional news, alumni news, arts news and more.

1. Go to stpaulsschool.org
2. In the upper right hand corner, click on "Community Login," to get the drop down menu.



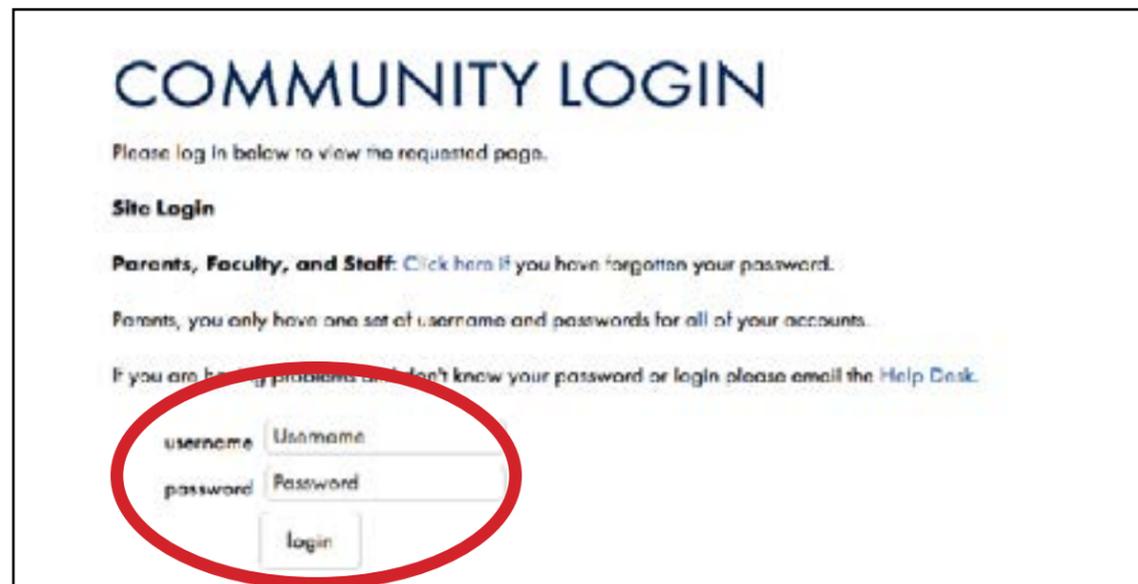
3. Choose parents. <http://www.stpaulsschool.org/parents>



4. On the Parents landing page, in the right hand column you will see Lower School, Middle School and Upper School blue buttons. Choose your child's division.



5. You will then see a username and password box. Please use the same username and login that you use for My Backpack (to check grades). Each **parent** has a unique username and login. If you don't know your information, please contact the Help Desk at helpdesk@stpaulsschool.org.

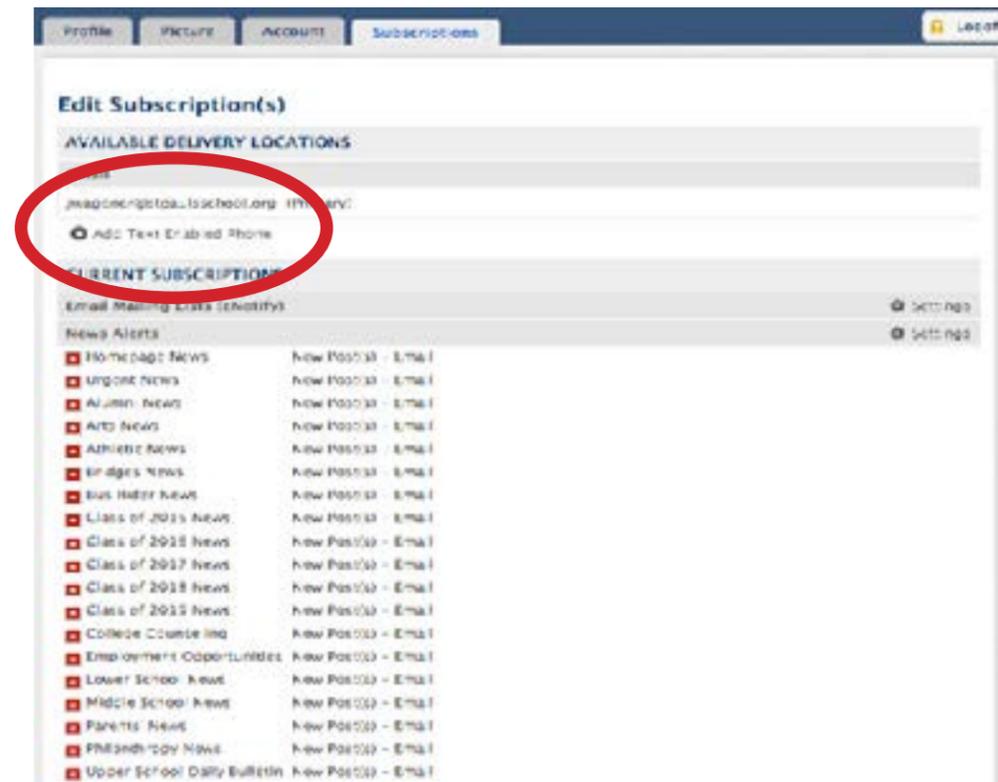


6. Once logged into the site, at the bottom of the page you will see a blue bar with your name on the left hand side of the page. Click on your name. This will give you a pop up with a couple of options.



7. Choose profile.

8. A box with options will pop up, choose the Subscriptions tab. This section will allow you to choose the type of subscriptions as well as where you want to receive the messages.



9. If you have subscribed to receive text messages, you will see the name of the carrier and "Text enabled" next to your phone number. If you haven't subscribed to the text messages, you can easily enable by clicking "Add a text enabled phone." This will allow you to add your phone number and verify your carrier. When you enable the phone number, you will receive a text messages with a verification code.

Once you have saved the phone number, make sure you verify the number. This will send you the text message with the verification code. Use that verification code from the text message to finish the installation of the number.

Note on Carrier: If you have enabled your phone previously and have changed carriers since then, please contact the Communications Office (communications@stpaulsschool.org) for assistance.

10. Once you have verified your number, Click on the Settings next to News Alerts. This will allow you to subscribe to the email and text messages that you want to receive at the designated outlet. Once you have chosen the notifications you want to receive, make sure to Save the Settings in the lower right hand corner.

You are now all set to receive notifications. If for some reason you experience problems with this at any time, please contact the Communications Office (communications@stpaulsschool.org) for assistance.

MANAGE NEWS ALERTS

Sign up to receive an alert when a news post is added! Simply select the alert for each category. You can select any number of categories. Click the "Update" button.

Send To: jwagone@stpaulsschool.org

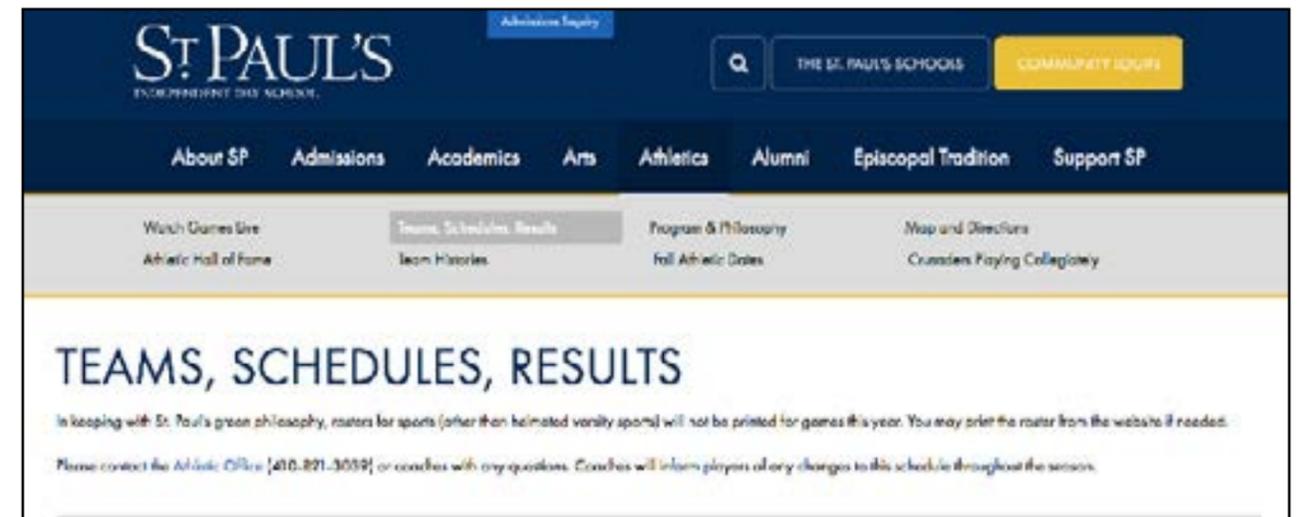
SELECT NEWS CATEGORIES:

SMS/Txt Msg	Email	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alumni News
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Arts News
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Athletic News
<input type="checkbox"/>	<input type="checkbox"/>	Athletics Daily
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bridges News
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bus Rider News
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Class of 2015 News
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Class of 2016 News
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Class of 2017 News
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Class of 2018 News
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Class of 2019 News
<input type="checkbox"/>	<input type="checkbox"/>	Class of 2020
<input type="checkbox"/>	<input type="checkbox"/>	Class of 2021
<input type="checkbox"/>	<input type="checkbox"/>	Class of 2022
<input type="checkbox"/>	<input type="checkbox"/>	Class of 2023
<input type="checkbox"/>	<input type="checkbox"/>	Class of 2024
<input type="checkbox"/>	<input checked="" type="checkbox"/>	College Counseling
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employment Opportunities
<input type="checkbox"/>	<input type="checkbox"/>	eNotify - Top News
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Homepage News
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lower School News
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Middle School News
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parents' News

Athletic Alerts

Athletic Alerts will send updates, including schedule changes.

1. Go to <https://www.stpaulsschool.org/page.cfm?p=390&LockSSL=true>



2. Click on the sport you would like to be alerted about. In the top right hand corner of the team page you will find a blue alerts button.



3. Click this button to update your alert settings.

4. Contact the Athletics Department (410-825-4400) with any questions.

Learning Management System (LMS) Alerts

LMS Alerts will include updates directly from Upper and Middle School teachers.

1. Go to stpaulsschool.org.
2. In the upper right hand corner, you will see "Community Login." Click here to get the drop down menu.



3. Choose parents. <http://www.stpaulsschool.org/page.cfm?p=5142>
4. Select Learning Management System from the gray bar.



5. Login with your username and password.
6. Select a class you would like to receive calendar alerts from.
7. Click on the Calendar Tab. Then select Calendar Tools, Calendar Alerts.
8. Select how you want to receive the reminders and select Update Settings.
9. Repeat this process for each class you would like to receive alerts for.