

1. Go to our website: <http://www.spboe.org>

2. Click on the **Sign In** button at the top right of the page.



3. Please sign into the website using the *User Name* and *Password* that you use for your email and computer at school.

4. Once signed in, you will need to click on the **My Account** button that appears at the top right of the page and click on **Edit Account Settings**.



You will now see your *profile* displayed and available to edit if necessary. Please click on the tab marked **Alerts**.

5. **Account Settings**

General Contact **Alerts** Subscriptions



6. Here you could sign up for broadcast E-Alerts, Severe Weather alerts or Amber alerts. (Severe weather alerts and Amber alerts are third party alerts provided as a courtesy through Schoolwires.)

Mobile E-Alerts

Sign up below to receive text message Broadcast E-Alerts. Additional charges may apply depending on your wireless provider service agreement.

10 Digit Mobile Number:

Mobile Provider:


Select Provider ▼

Send me only emergency mobile E-Alerts.

Yes No


Third-party Alerts

Click a service below to sign up.



Amber Alerts

Click the icon to sign up for Amber Alerts.



Severe Weather Alerts

Click the icon to sign up for Severe Weather Alerts.

7. Next, click on the **Subscriptions** tab next to the **Alert** tab at the top of the screen and click on **Add Area**.

Account Settings

General Contact Alerts **Subscriptions**

Add Area

Area	Actions
We noticed that you don't have any subscriptions. Click Add to start filling up this page.	

Save Cancel Change Password Delete Account

8. At this point, you will be able to select the district site or any school to which you would like to subscribe.

Next click on **Other Areas**.
Add Area Subscription

Franklin Elementary School

Kennedy Elementary School

Roosevelt Elementary School

South Plainfield High School

Grant School

Riley Elementary School

South Plainfield

South Plainfield Middle School

9. This subscription will enable you to receive email messages from the editors of these sections if they decide to announce a significant update on their pages.

Add Area Subscription

Sites **Other Areas**

South Plainfield All Channels Search

<input type="checkbox"/> BOE South Plainfield / BOE	<input type="checkbox"/> Bd of Ed Members/Meetings South Plainfield / BOE / Bd of Ed Members/Meetings	<input type="checkbox"/> Board Goals 2011-12 South Plainfield / BOE / Board Goals 2011-12
<input type="checkbox"/> Collaborative Assessment and Planning for Achievement (CAPA) South Plainfield / BOE / Collaborative Assessment and Planning for Achievement (CAPA)	<input type="checkbox"/> Minutes & Agendas South Plainfield / BOE / Minutes & Agendas	<input type="checkbox"/> Budget South Plainfield / BOE / Budget
<input type="checkbox"/> Community South Plainfield / Community	<input type="checkbox"/> OFAC Corrective Action Plan South Plainfield / BOE / OFAC Corrective Action Plan	<input type="checkbox"/> OFAC Audit - Final South Plainfield / BOE / OFAC Audit - Final
	<input type="checkbox"/> Community Contact South Plainfield / Community / Community Contact	<input type="checkbox"/> Policies South Plainfield / BOE / Policies
		<input type="checkbox"/> Voter Information South Plainfield / BOE / Voter Information
		<input type="checkbox"/> Community Events South Plainfield / Community / Community Events

Scroll to the very bottom and click on **I'm Done**. You will now be set to receive important alerts from our website.