

### Signing up for e-alerts from ABSS schools:

If you do not have a login account for the website, create one by going to Register in the top right corner. Create an account, and then log in. NOTE: This is different from Powerschool login (online grades).

Once logged in, follow the steps below:

1. Click on *My Account* in top right corner, then select *Edit Account*
2. On the left side, click on *Subscriptions*
3. Click on *Manage Subscriptions* button in middle of page
4. Click on the tab for *Other Areas of Interest*
5. Select E.M. Holt Elementary School in the school drop down box.
6. Look for the *All Channels* drop down box. Drop Down and select:
  - a. *Parents*
  - b. *PTO* – put a check in the box.
7. Click the button at the bottom that says *I'm Done*.
8. Now you can *sign out*.
9. When I update the website and send out an alert, you will get an email to the address you used when you registered.