

Registering for Class Email Alerts

To register to receive automated class email alerts:

1. Locate the **Parent Email Registration** link on the Snow Hill Primary homepage (<http://shp.gcsedu.org>). Click that link to access the **Parent Email Registration Form**.

2. On the form, enter the following information (**First and Last Name, Email Address, Mailing Address, Phone Number**)

3. In the field provided, enter the verification code exactly as it appears in the box above that field.

4. Click the **Register** button at the bottom of the screen.

A screenshot of the "Parent E-mail Registration" form. The form is titled "Parent E-mail Registration" and includes a "Parent Information" section with fields for "First Name", "Last Name", "Email Address", "Mailing Address", "City", "State" (a dropdown menu), "Zip Code", and "Phone Number". There is a "Register" button at the bottom. A yellow sticky note with a red pushpin is attached to the form, reading "Send E-mail". A red text box says "Want to know what is going on in your student(s) class? Please sign up! By registering to receive class email alerts, parents can keep up to date on announcements, upcoming events, homework...". A link "Find out more about class email alerts!" is also visible.A screenshot of a verification code input field. The text above the field says "Enter the verification code as it is shown in the box above." Below the field is a "Register" button.

Once you've registered, you will receive an automated email message from eChalk that contains your username (which is your email address) and password. Click the link in your e-mail to go to the site and complete the process. Once you log in, you can change this password to something you can easily remember.

Setting Up Your Class Email Alerts

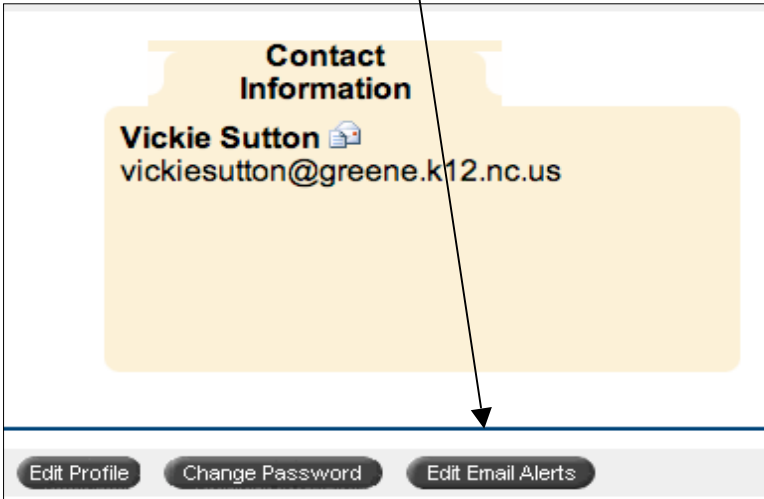
After you complete the first-time login process you will need to set up your class email alert schedule for the appropriate classes to begin receiving email alerts. You can receive class email alerts on your preferred schedule (daily, weekly, or only when content on the class is updated).


1. Accept the Greene County Schools Internet use policy by clicking "Accept."

A screenshot of two buttons: "Accept" and "Do Not Accept". The "Accept" button is highlighted with a blue background.A screenshot of the "Change Password" form. The form is titled "Profile > Change Password" and includes instructions: "Enter a new password that has a minimum of 4 characters.", "Choose any combination of letters or numbers that will be easy for you to remember.", and "Make sure to type exactly the same password in both boxes." There are two password input fields: "New Password" and "Confirm New Password". A "Submit" button is at the bottom. A red asterisk indicates required fields. A black arrow points to the "Submit" button.

2. Re-set your password and click "Submit."

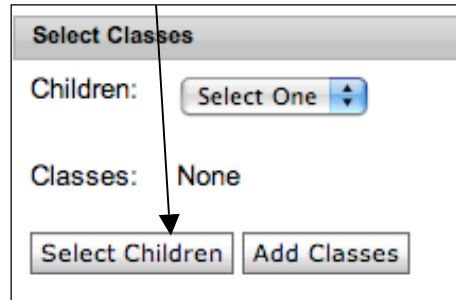
3. From this page Click “Edit Email Alerts” to add children’s names and the kind of alerts you would like to receive.



Contact Information
Vickie Sutton 
vickiesutton@greene.k12.nc.us

[Edit Profile](#) [Change Password](#) [Edit Email Alerts](#)

4. Click “Select Children.”

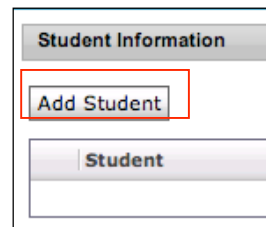


Select Classes

Children:

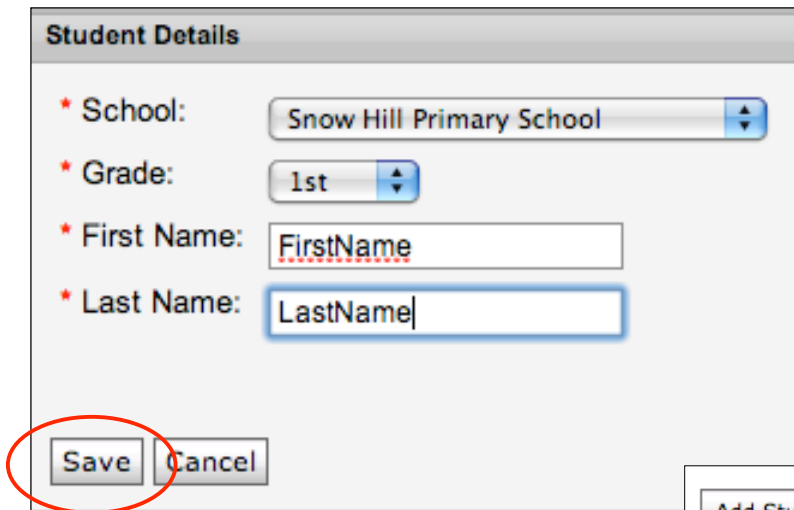
Classes: None

5. Click on “Add Student” to enter your child’s name.



Student Information

6. Select a school and grade, then enter your child’s first name and last name. **CLICK “Save”** when finished.



Student Details

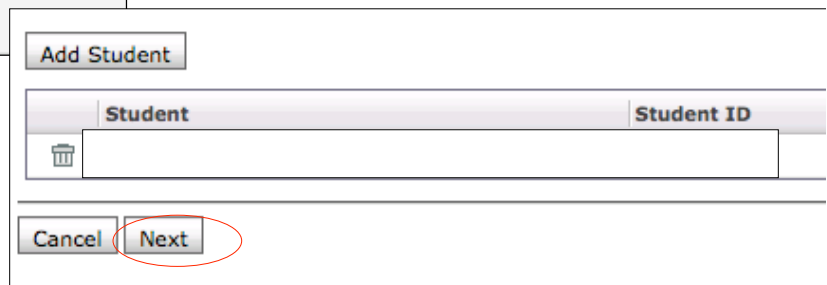
* School:

* Grade:

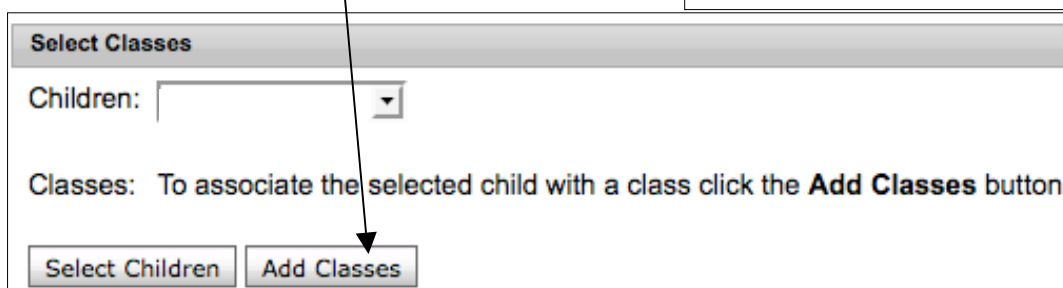
* First Name:

* Last Name:

7. Your child’s name should appear in this box—click “Next” to match him/her to a class. If your child’s name does not immediately appear in the box, then select your child’s name in the drop down box, then click “Add Classes.”



Student	Student ID
<input type="text"/>	<input type="text"/>

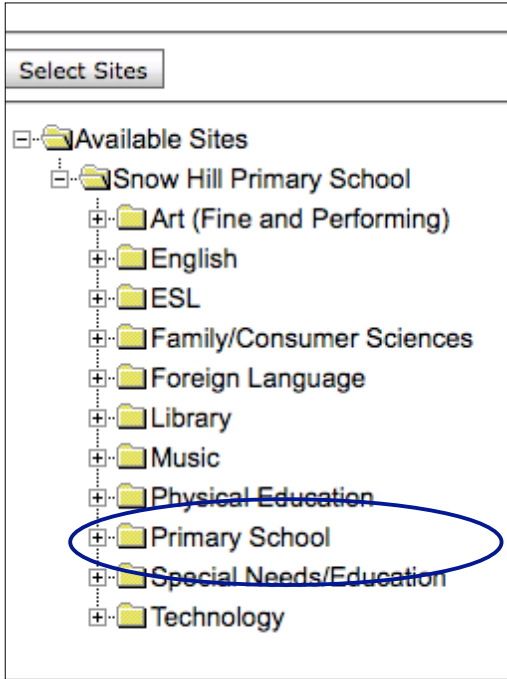


Select Classes

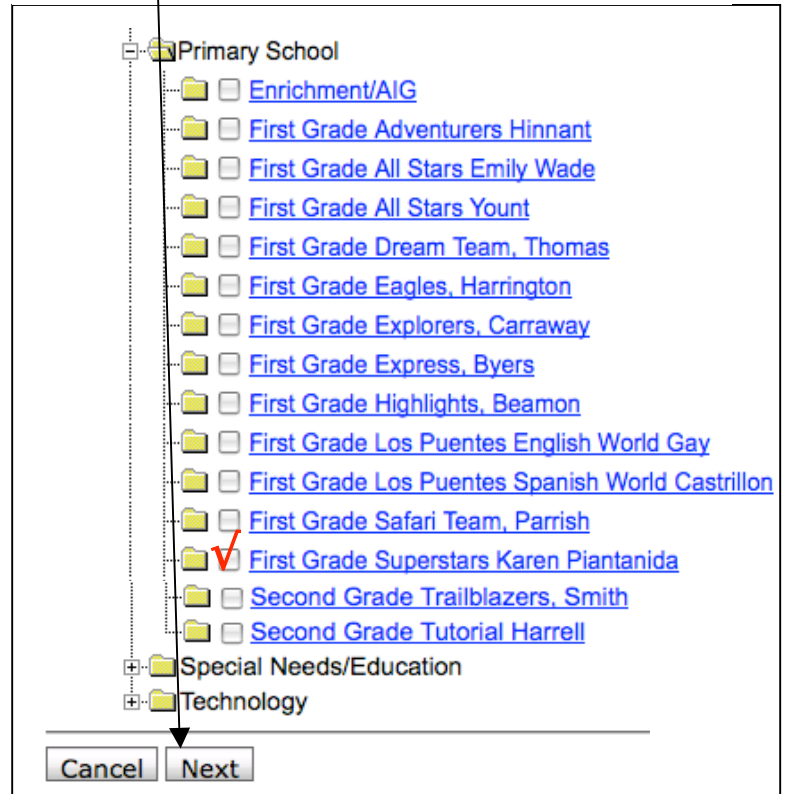
Children:

Classes: To associate the selected child with a class click the **Add Classes** button.

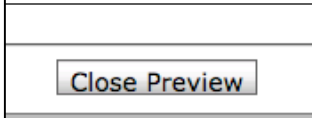
8. Select “**Primary School**” folder below the Snow Hill Primary School folder (click the plus sign to open a folder).



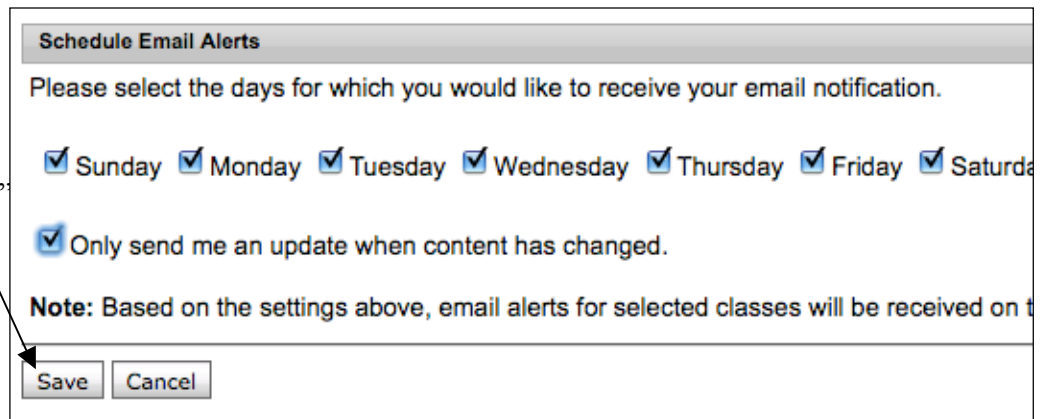
9. Select your child’s class by placing a check (clicking) inside the box next to the class name. Click “**Next**” at the bottom of the list after you have selected your child’s classes.



If you accidentally get to the class homepage, click “Close Preview” at the bottom to return to selecting classes.



10. Select when you would like to receive notifications, then click “**Save**.”



You can change this information any time you would like, simply by logging in to any Greene County School eChalk site, going to your profile, and clicking “**Edit**” (edit profile or e-mail alerts).

NOTE: If you work for the school system you will need to log in with the email address and password you provided when you signed up for e-mail alerts, and not your regular school log in.