

School Websites

Schoolwires Manual



Colts Neck Township Schools
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Dear Parents:

In order to provide the best possible communication between our district and your household, we require that you complete the online registration survey for Schoolwires before the commencement of school. Once you complete the registration survey, our Technology Coordinator will register you for school and grade level E-Alerts. Following that, you may also register for teacher webpages and any other sections of the district website you find relevant.

Attached you will find a step-by-step manual to assist you with the registration process. By updating your information, we can filter E-Alerts and send messages that are ONLY relevant to you and your child.

Very truly yours,

A handwritten signature in black ink that reads "Terry Pilitzer". The signature is written in a cursive style with a large, stylized initial "T".

Terry Pilitzer,
IT Technology Coordinator

E-Alerts for Parents

District Home Select a School... Sign In Register

Colts Neck Township Schools
Empowering and inspiring students to be confident, creative, self-sufficient learners.

Staff E-Mail Directory Calendar



What are E-Alerts?

E-Alerts are messages sent to you by staff at your School District. There are two types of E-Alerts you can receive: *Broadcast E-Alerts* and *Content E-Alerts*. You must be a registered user to receive E-Alerts.

Broadcast E-Alerts

Broadcast E-Alerts are typically sent to groups of registered users and contain information such as newsletters, emergency closings, cancellations, meeting notices and the like. A Broadcast E-Alert can be delivered as an email message or you may opt to have it sent to your mobile phone as a Short Message Service (SMS) text message.

Content E-Alerts

Content E-Alerts are sent to registered users who have subscribed to a homepage (which includes the homepage calendar) or website sections of interest. For example, you might subscribe to your School District's homepage or to the section of your child's teacher. When the District homepage or the teacher's section is updated and a content E-Alert is sent, you will receive email notification that *content* has modified. The email contains a link that you click to navigate to the subscription location.

4. Click E-Alert Settings in the left column.

The screenshot shows a web interface for 'Colts Neck Township Schools'. At the top, there is a navigation bar with links: Home, E-Alerts, Community, Curriculum, Departments, Employment, Home Base, Parent Information, Schedule, and Staff Portal. Below the navigation bar, the user is identified as 'HI, TERRY PILITZER!' with a 'Sign Out' link. A message says 'Update your personal information and account settings below.' On the left side, there is a vertical menu with icons and labels: Information, E-Alert Settings (circled), Subscriptions, Connected Services, Change Password, and Delete Account. The main content area is titled 'E-ALERT SETTINGS' and contains the following text: 'Enter your mobile details below to receive text message Broadcast E-Alerts if your district elects to send them. Additional charges may apply depending on your wireless provider service agreement.' Under this, there is a section for 'Mobile E-Alerts' with a '10 Digit Mobile Number:' label and an empty text input field. Below that is a 'Mobile Provider:' label with a dropdown menu showing 'Verizon'. At the bottom of this section, it says 'Send me only emergency mobile E-Alerts.' with radio buttons for 'Yes' and 'No'. The 'No' radio button is selected. At the very bottom of the form is a 'Save Changes' button, which is circled.

5. Enter your ten-digit Mobile Number (e.g., 1234567890).
6. Select your Mobile Provider from the drop-down list.
7. If you wish to only receive mobile Broadcast E-Alerts if they are flagged as *Emergency*, click the Yes radio button. By default, the No radio button is selected.
8. Click Save Changes.

How do I Manage My Content E-Alert Subscriptions?

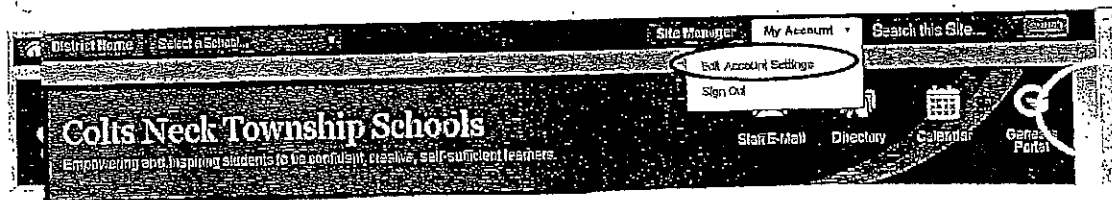
In order to receive Content E-Alerts, you must first subscribe to areas on the website. When an editor of an area to which you have subscribed modifies content within that area and sends a Content E-Alert, you receive email notification indicating that content has been updated. Click the link in the email message to navigate directly to the subscribed area.

Here's how you manage your subscriptions.

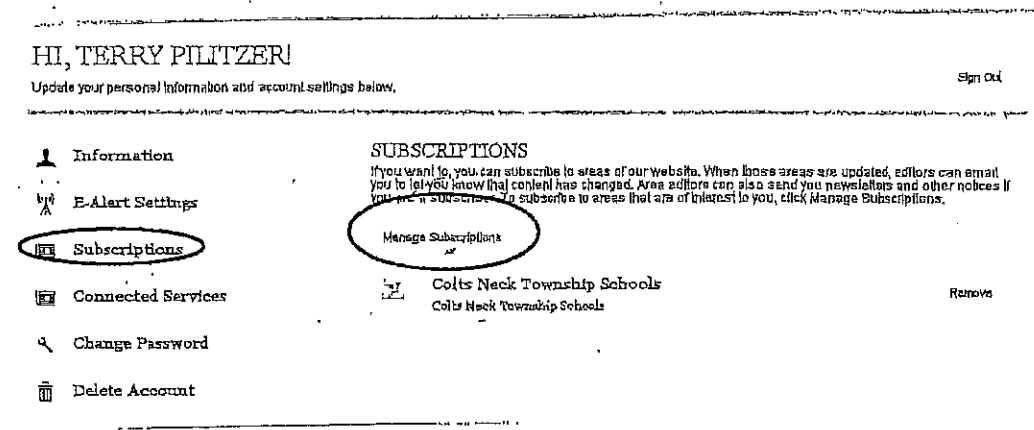
1. Sign in to the school website.



2. Click My Account. A drop-down list displays.
3. Click Edit Account Settings. The Account Settings window opens.



4. Click Subscriptions in the left column.



5. Click Manage Subscriptions. The Manage Subscriptions window opens.