

Hillsdale Public Schools

Office of Technology

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Instructions for Subscribing to E-Alerts

To receive E-Alerts from the Hillsdale Public Schools, you will need to register with the District website and subscribe to the information of your choosing. Below are click-by-click instructions to guide you through subscribing to E-Alerts.

Registering with the District website

1. Visit our website, <http://www.hillsdaleschools.com>
2. Click the Register Button on the top of the page
3. Provide your date of birth – click Submit
Note: Date of birth is required for compliance with Children’s Online Privacy Protection Act – information is only used for validation and is NOT stored
4. Fill out the required fields on the form – when finished click Submit
Note: E-Alerts will be sent to the email address you provide when completing this form. This address can be changed at a later time, at your discretion.
5. To log-on our website going forward:
 - a. Visit our website, <http://www.hillsdaleschools.com>
 - b. Click the Sign-In button at the top of the screen
 - c. Log-on with the District website username / password you selected in the previous step

Subscribing to E-Alerts

1. Logged-on to the District website, click the My Account button at the top of the page
2. Choose the Edit Accounts Settings option
3. Click Subscriptions on the left hand side of the page
4. Click the Manage Subscriptions in the middle of the page.
5. Select the checkbox to the left of each homepage you would like to subscribe Example: “Hillsdale Public Schools”
6. Click on other Areas of Interest
7. Select the school from the dropdown list
8. Select the checkbox to the left of each webpage you would like to subscribe
When you are finished making selections be sure to click the I’m Done button.