

Subscribing to E-Alerts

After you have registered with www.sunnyvaleisd.com, you can subscribe to “e-alerts” in order to receive e-mailed updates and other information important to you and your child/children.

Please follow these instructions in order to subscribe to e-alerts.

Please note: If you are a faculty or staff member in the district, you have already created a profile! You may edit your profile as necessary after you have signed in.

Step 1: Please go to www.sunnyvaleisd.com.

Step 2: Please sign into the website using the Sign-In Name and Password that you selected when you registered. This was also sent to you in an email from the district. This can be done by clicking on the Sign In button at the top right of the site.

Step 3: Once signed in, you will need to **click on the My Profile** button that appears at the top right of the page.

Step 4: You will now see your profile displayed and available to edit if necessary. Please scroll down until you see My E-Alerts & Subscriptions.

Step 5: Please click on Edit Subscriptions.

Step 6: At this point, you will be able to select any sections on the website to which you would like to subscribe. 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.

Step 7: Please use the drop-down list to select a campus and make additional selections that may apply to you or your child/children, i.e. teacher page(s), athletic team page(s), etc.

Step 8: **IMPORTANT NOTE:** Please check the box next to the Sunnyvale ISD Homepage and next to the school Homepage that applies to you or your child/children.

Step 9: Please scroll to the very bottom and click on Subscribe. You will now be set to receive important e-alerts from our website.

Additional way to subscribe: www.sunnyvaleisd.com also features a convenient way to subscribe to all its sections. When navigating through the site, please click on the “subscribe” button featured on the blue bar on the left side of each section, if you would like to subscribe to this section. This is a quick and easy way to add a subscription to your list of e-alerts. Simply click on “subscribe” again to unsubscribe to this section.