

Changing E-Alert Subscriptions:

- **Sign-in to the dentonisd** web site (top right corner).
- Type your **user name and password** to sign-in to the site
- Click **Sign In**
- Click **Access My Info** near the top right hand side
- Scroll down and select **Edit Subscriptions**
- Go to **Lee Elementary** from the drop down menu at the middle of the page
- Select pages from which you would like updates sent. Be sure to include **Lee's Home Page** to receive important announcements
- If you have signed up for alerts at another school and no longer need them, just follow the step above (select the school and uncheck any pages you no longer wish to receive)
- Click **Subscribe** – you will now receive e-mail notifications when an E-Alert is created for the pages you selected
- If you would like to receive E-Alerts to your cell phone, click on **My Profile** near the top of the page, scroll to the bottom and enter your cell information – **CAUTION** – because these are text messages, you will be charged by your cell phone provider based on your cell phone plan.
- Be sure to **Sign-Out** of your account – this button is on the top right