

## NOTIFY ME INSTRUCTIONS

Notify Me is an option being utilized by our schools to provide the best information to you, the parents, about important events happening at your child's school.

To receive these notifications, you must complete a "Registration Process" which involves several steps. Please reference the included instructions in order to complete your registration.

Once registered you will have the opportunity to select what type of communications you would like to receive from your child's school during the upcoming year.

- Visit [APS48.com](http://APS48.com) and select NotifyMe in the Navigation.
- On the resulting NotifyMe page, you will select the Register button.
- Complete the form as indicated.

### NOTE:

- The format for your cell number and select your provider from the drop-down list.
- Password must contain at least one digit, uppercase letter, and lowercase letter.
- Click the Register button.
- A screen will appear to confirm your registration and advise you to check your email to verify your account. Navigate to your email. You should receive an email with a link to facilitate confirming your email address. (Take note of the username in this field which should reflect what you entered when completing your registration form above.)
- Once you select the link to confirm, it will display that your email has been confirmed.
- You will then navigate back to the school website and select the NotifyMe link and select the Login button.
- Enter your Username and Password and click Login.
- Select the desired notification groups and method of communication and click Save.
- You will then select the Log Out link in the upper right-hand corner.

You may log back in and edit your subscriptions at any time.