

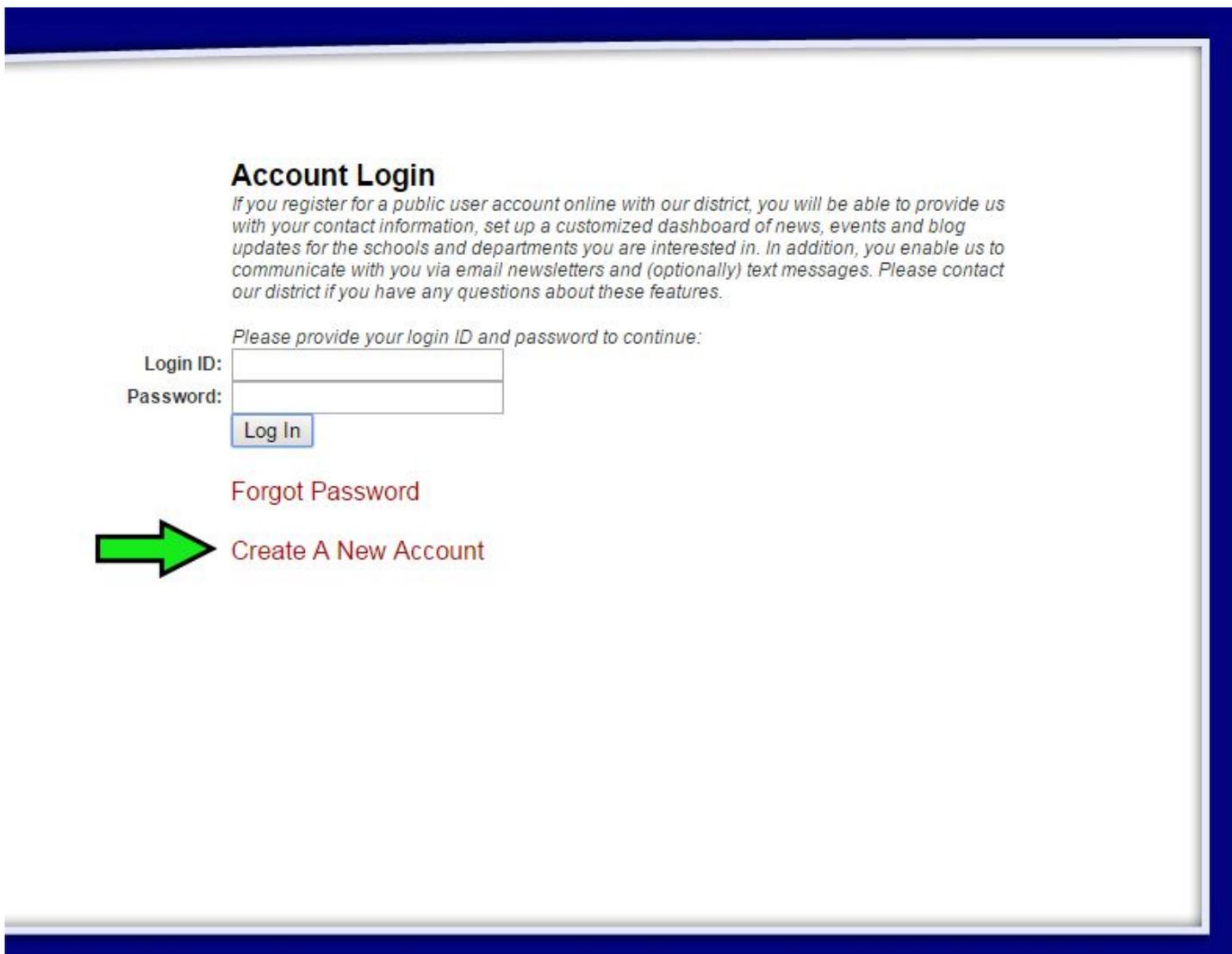
eSchoolView Text Message Notifications

Account Creation Guide

To receive text messages from our new notification system, you will need to create an account from our school website. You can either click on the “**IV Text Notifications**” icon on the left side of our website or type in the following address in your web browser:

<http://www.ivschools.org/protected/publicuserlogin.aspx>

1. If this is your first time accessing the text notification system, you will need to create an account. To create an account, click on the “**Create A New Account**” link as shown below.



Account Login

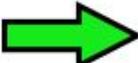
If you register for a public user account online with our district, you will be able to provide us with your contact information, set up a customized dashboard of news, events and blog updates for the schools and departments you are interested in. In addition, you enable us to communicate with you via email newsletters and (optionally) text messages. Please contact our district if you have any questions about these features.

Please provide your login ID and password to continue:

Login ID:

Password:

[Forgot Password](#)

 [Create A New Account](#)

In the future, this screen is where you can log back into the account you create if you need to make any changes to your cell number, school buildings you receive notifications from, etc.

2. The next screen will require you to enter some basic information to create your account with. Only the areas highlighted below in green are the fields you are required to fill out. Your Login ID and password can be whatever you want.

Create A New Account

Thank you for setting up a new account. We believe that your account will become a valuable tool to assist you in staying in touch with our district.

Step One: Personal Information [Next Step: Contact Preferences]

*Please provide as much information as possible. Fields in **bold** are required. Please view our [privacy policy](#) for information on how we use the information collected and keep it safe.*

Prefix: (Example: Ms, Mrs, Mr, Dr, etc)

First Name:

Middle Init:

Last Name:

Suffix: (Example: Jr., Sr., III, etc)

Preferred Login ID:

Preferred Password:

Confirm Password:

***NOTE:** Below we ask for your mailing address. This information is NOT REQUIRED to create an account, but is VERY HELPFUL for us in communicating with you. Please consider providing us this information if you can.*

Address Line 1:

Address Line 2:

City:

State:

Zipcode:



Once you fill out the required fields, click the “Continue” button.

3. The next screen is where you will enter an email address and your cell number to receive text messages. You do not have to put in an email address, but it is highly recommended you do. With an email address added, you can reset your password on your own and/or receive school newsletters that we may use this new notification system for in the future. Your cellphone number is required. **Make sure to type in your cellphone number and select the correct carrier.**

Create A New Account

Thank you for setting up a new account. We believe that your account will become a valuable tool to assist you in staying in touch with our district.

Step Two: Contact Preferences [Next Step: Dashboard Preferences]

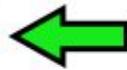
*Please provide as much information as possible. Fields in **bold** are required. Please view our [privacy policy](#) for information on how we use the information collected and keep it safe.*

Email Addresses: *We ask for your email for a few reasons. First, if you forget your account password we will email it to you. Second, you may opt to receive certain district notifications via email (such as emergency school closings or district/school newsletters). Email addresses are **NOT** required to have an account, but are highly recommended.*

Email:

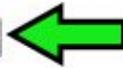
Text Messaging: *We ask for your cell phone number **ONLY FOR TEXT MESSAGES**. Our system can send text messages to you in the event the district needs to communicate with you. School closings or other emergency notifications may be sent via text message if you so chose.*

Phone Number: () -
Cell Carrier:



**Make sure to type in your cell number
AND select the correct carrier.**

Notification Preferences: *I prefer to be notified when the following things take place (check the box next to the event(s) you would like to be contacted about in the future):*



Once you have filled out the fields shown above, click the “**Continue**” button.

4. On the next screen, you will need to follow the screenshot below. Make sure you check “**Indian Valley Notifications**” or else you will not receive any text notifications. Then check any of the school buildings that would apply to you.

Create A New Account
Thank you for setting up a new account. We believe that your account will become a valuable tool to assist you in staying in touch with our district.

Step Three: Dashboard Preferences [Next Step: Confirm & Submit]

Please provide as much information as possible. Fields in **bold** are required. Please view our [privacy policy](#) for information on how we use the information collected and keep it safe.

WHAT IS THE DASHBOARD? When you log into your account, you will be taken to your dashboard page. You may customize your dashboard to show only those events, news, principal's message and blogs that you are interested in. To do this, select from the schools, event groups, and blogs listed below. When you log in, you will have an easy way to see the information you care about quickly.

Subscription Options: **Indian Valley Notifications**  **You must check this to receive notifications.**
[Notify me via immediate email and text message (if applicable) when schools are closed or delayed.]

My Schools:

- Indian Valley High School  **Select all buildings that would apply to you.**
- Indian Valley Middle School
- Midvale Elementary
- Port Washington Elementary



Once you have checked the options above accordingly, click the “**Continue**” button.

5. The final screen to create your account is a confirmation screen. If anything does not look correct, click the “**Back**” button to go back to the previous screens and correct any errors. If everything looks good, then click the “**Submit**” button.

Create A New Account

Thank you for setting up a new account. We believe that your account will become a valuable tool to assist you in staying in touch with our district.

Step Four: Confirm & Submit [Next Step: Log In]

CONFIRMATION: *Please review your selections, and click 'Submit' at the bottom to create your account.*

ACCOUNT DETAILS:
Name: Indian Valley
Login ID: indian.valley
Password: iiixxxx
Address:

CONTACT PREFERENCES:
Email Address(s):
Text Message #: (555) 555 - 5555 [Verizon]
Notifications:

DASHBOARD PREFERENCES:
School(s): Indian Valley High School
Indian Valley Middle School
Midvale Elementary
Port Washington Elementary

Event Group(s):



Your account is now made and you are good to go in receiving text messages with our new notification system.