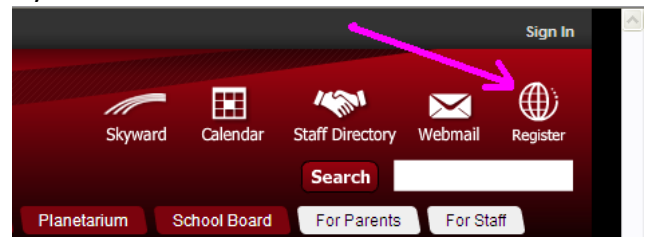
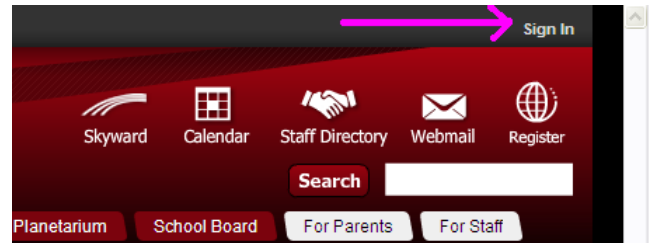


Subscribing to Centennial School District's pages

Determine if you have an account on our website:

1. Visit www.centennialsd.org
2. Click on "Sign In" in the upper right hand corner of the webpage.
3. Click on "Forgot My Password" in the middle of the page.
4. Your "Sign-In Name" is most likely your email address. Enter that on this page.
5. You will receive an email with your password if there is one for this email address.
6. If have an account, proceed to "How to Subscribe once you have an account below".
7. If you do not have an account, click "Register" in the upper right hand corner.
8. Complete the questionnaire.
9. You will receive an email within one week of completing step 8 verifying that your account has been created.
10. Proceed to "How to subscribe once you have an account below".



How to subscribe once you have an account:

On any district page:

1. Sign into the district website using your username (email address) and password.
 2. Navigate your way to a page to which you would like to subscribe.
 3. Click on the "Subscribe" button at the bottom of the page.
- Note: You will only see the Subscribe buttons if you are signed in.

Or:

1. Sign into the district website using your username (email address) and password.
2. Click on "My Account" in the upper right hand corner.
3. Click on "Edit Account Settings" in the upper right hand corner.
4. Click "Subscriptions".
5. Click "Add Area".
6. Click "Other Area".
7. Select the appropriate school name from the drop down list.
8. Click the (square) to put a (check) next to the page(s) to which you would like to subscribe.
 1. Make sure that you select "eFolder" as that is where eFolder eAlerts are generated.
 2. Select any additional pages to which you are interested.
9. Repeat above steps if desired.
10. Click "I'm Done" at the bottom of the page.
11. Click "My Account" in the upper right hand corner.
12. Click "Sign out".