



## ***Parents - Basic Directions for SchoolCentral for Northside ISD/ Rawlinson MS***

### ***A) How to: Sign up***

### ***B) How to: Change Your Personal Information (cell number, email)***

### ***C) How to: Change Your Alert Settings (picking text message or email)***

For tips, training or any support needs please contact us.

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### ***A) How to: Sign up***

1. Go [www.nisd.net/rawlinson](http://www.nisd.net/rawlinson). Click on the SchoolCentral logo in the right hand column.
2. Click "Sign Up for A New Account" – located on the right.
3. Fill out the following questions.
4. Enter your cell phone number if you want alerts sent to your cell phone via text message.
5. Select your schools of interest.
6. Select your groups of interest.
7. Enter a strong (6 characters at least) password and check the 'I agree to the Terms of Use'. Then click Sign Up.
8. You will then get a confirmation email in a few moments, but usually no more than 5 minutes. Please be sure to check your spam folder.
9. Click the 'activation code' link in the email to get started.

### ***B) How to: Change Your Personal Information (i.e. cell number, email, address)***

1. Click 'Profile' on the top navigation bar in the top left of the page.
2. Then under the header My Information • select 'Account Settings'.
3. From here you can change any information about yourself including your contact information.
4. From here you can also add more schools, change your password and delete your account.

### ***C) How to: Change Your Alert Settings (i.e. picking text message or email or turning them off)***

1. Click 'Profile' on the top navigation bar in the top left of the page.
2. Then under the header My Information • select 'Alert Settings'.
3. From here you can change how you receive an alert from the district, school or any group. You can check SMS (text message) or email. Be sure to click OK after each change is made.