HOW TO REGISTER and SUBSCRIBE TO SECTIONS IN SCHOOLWIRES...

Start at the Chandler School District homepage: cusad80.com.



When you register, it will first ask you for YOUR birthdate (to verify that you are 13 years old or older). Then fill in the **red-flagged** (required) areas of the form.

NOTE: It will help to choose a **User Name** that you will easily remember... you will need to know your User Name if you forget your password and want to retrieve it.

Once you've completed the form, click the **Submit** button on the bottom. When you get a "Success" message – *voila! You're registered!*

Sign In Register

The next step is to <u>SIGN IN</u> so you can manage your subscriptions.

If you have **already registered** in Schoolwires in the past, you can click the **SIGN IN** button in the grey area, in the top right corner.

To **register for the first time**, though, you'll need to click on the <u>REGISTER</u> button on the top right.



Success! You have registered for this site. You can now sign in.
Click My Account to edit your account settings and subscriptions.

NOTE:

If you either forgot your password or can't remember if you registered before, there's no need to guess - you can simply click the Forgot My Password button to have that emailed to you. (By the way, if you get an error message when you try to do that, it probably means you've never registered before in the Schoolwires website system. If so, just go ahead and register now, as described above.)



Once you're signed in, click on *My Account* on the top right, and select Edit Account Settings.

On the Edit Account Settings page, you can do other things like change your password and email address, but for now, click on Subscriptions in the list on the left side, and then Manage Subscriptions.

Information

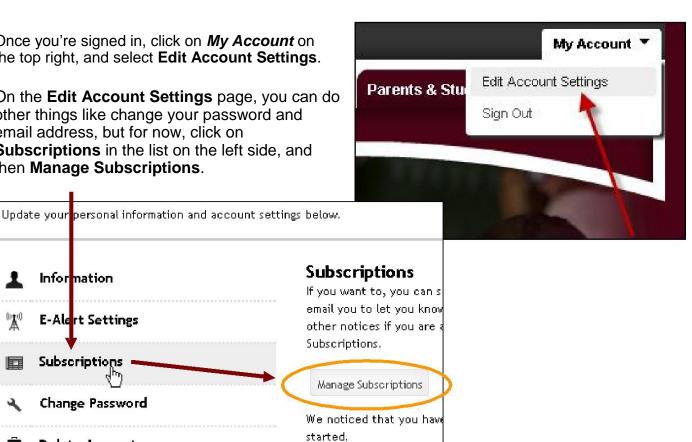
E-Alart Settings

Subscriptions

Change Password

Delete Account

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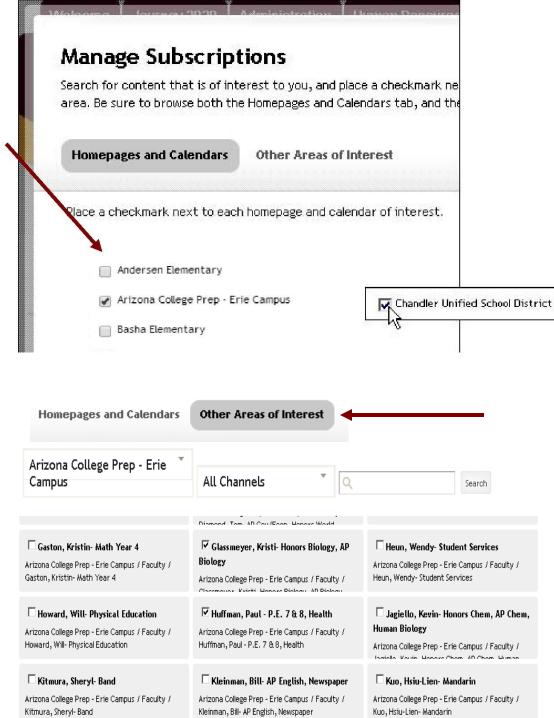
You can check the boxes for *any sections* you are interested in, BUT we STRONGLY recommend that you do the following:

First, check the boxes next to any Arizona
College Prep – Erie
Campus and the box next to Chandler
Unified School
District. Doing this will subscribe you to important district-wide and school-wide announcements, calendar events, and alerts.

Next, be sure to visit each of your student's teachers' websites and subscribe specifically to their web page.

Click Other Areas of Interest then scroll down to find each or your student's teachers. Be sure to click the check box next to their name.

Once you have checked all your student's teachers, click on the **I'm Done** button at the bottom.



You can also visit any section of the website and click on the **Subscribe/Unsubscribe** button at the bottom of the page!

DONE! You can click on My Account and Sign Out on the top right or close your browser. If you have questions about any section or a problem with any of these instructions, there are email links at the bottom of most pages to help you.

Thank you, and we're happy that you chose Chandler!

