

# INSTRUCTIONS TO SUBSCRIBE TO YOUR TEACHER'S SITE

If your teacher posts classroom updates, homework, reminders, etc. on the Pacific School website, you can now SUBSCRIBE to your teacher's site so you will get an email notification every time your teacher posts something new.

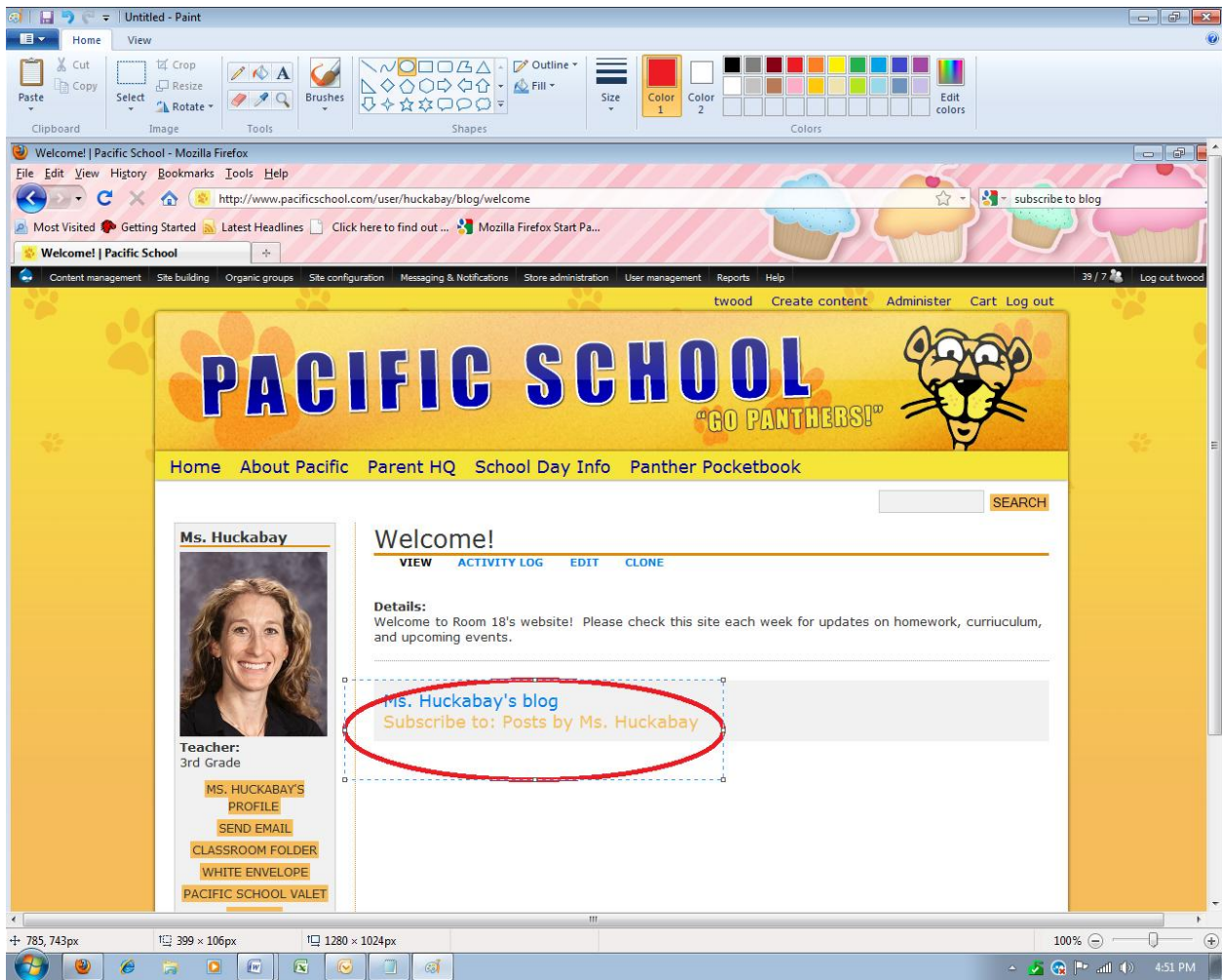
First, you must be registered on the site. If you have not already registered, then please email Julie Johnson at [julieillenejohnson@hotmail.com](mailto:julieillenejohnson@hotmail.com). She will help you go through the quick registration activation. Once you are registered, and logged in, then you can sign up to subscribe to your teacher's site.

How to Subscribe to Your Teacher's Site:

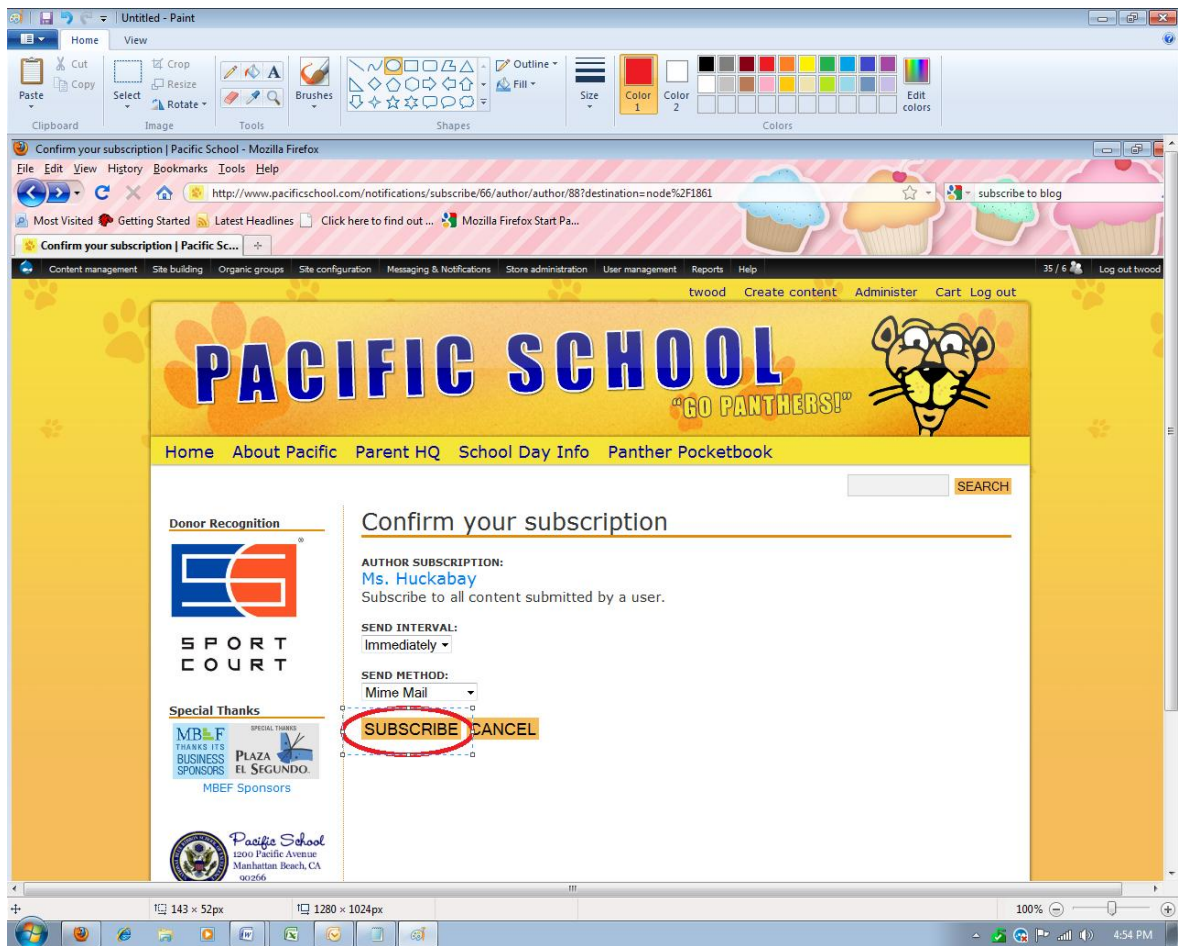
1. Go to your teachers site (if you do not know how to do this, follow these 3 steps):
  - A. Log on to pacificshool.com
  - B. Go to the "School Day Info" tab & select "Teacher Sites" from the drop down menu.
  - C. Locate your teacher and click on his/her picture to access the teacher's site.
2. Click on one of the announcement titles (in blue font) to open the announcement:

The screenshot shows a Mozilla Firefox browser window displaying the Pacific School website. The browser's address bar shows the URL <http://www.pacificschool.com/user/huckabay>. The website has a yellow background with a tiger mascot and the text "PACIFIC SCHOOL GO PANTHERS!". The navigation menu includes "Home", "About Pacific", "Parent HQ", "School Day Info", and "Panther Pocketbook". The main content area shows a profile for Ms. Huckabay, 3rd Grade Teacher, with a photo and buttons for "MS. HUCKABAY'S PROFILE", "SEND EMAIL", "CLASSROOM FOLDER", "WHITE ENVELOPE", and "PACIFIC SCHOOL VALET". Below the profile, there are two announcements: "Welcome!" and "Room 18 = 100% MBEF Participation!!". The "Room 18" announcement is circled in red. Below the announcements, there is a section for "Upcoming Events - Week of Feb. 28th".

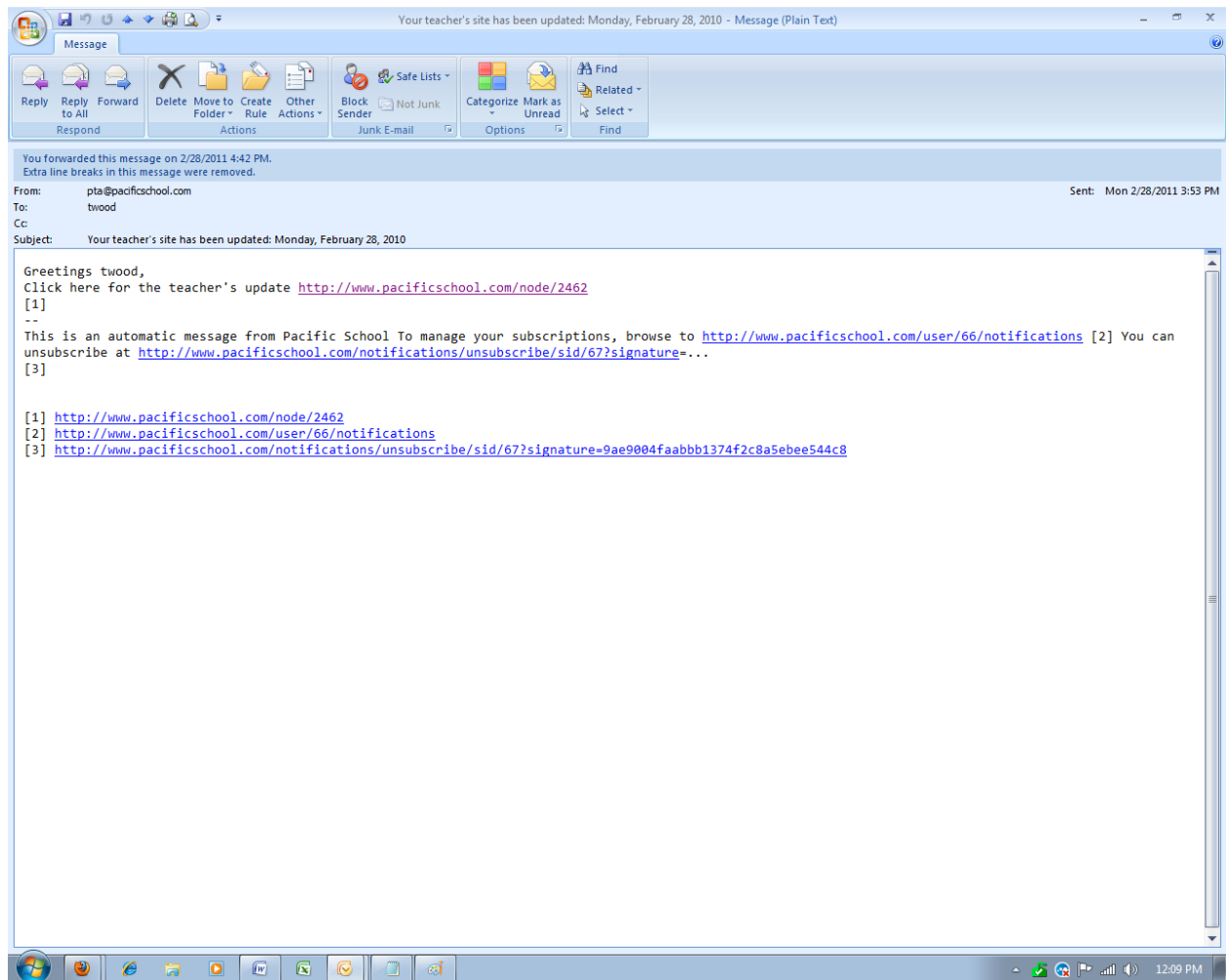
3. Once the announcement is opened, scroll to the bottom and find the “Subscribe to: Posts by [Your Child’s Teacher]”:



4. Make sure the “Send Method” is set on “Mime Mail” and “Send Interval” is set to “Immediately” (it should default to those settings) and click the Subscribe button.



5. That's it! You will now receive an email notification every time your teacher updates the site. Following is an example of the email that you will receive when your teacher's site is updated:



6. Click on the first link (in purple font above) and your browser will take you directly to the teacher's update.

\*If you have more than one child/teacher, you will need to repeat this process to subscribe to each teacher's individual site.

\*If you click on the link and it says "You are not authorized to view this page" ....you need to log in.

\*If you have any questions, **please do not ask the teacher**. Email Julie Johnson at [julieillenejohnson@hotmail.com](mailto:julieillenejohnson@hotmail.com) for assistance.

Thank you,

PTA Communications Team.