

Dear Parents and Guardians: In order to provide the best communication between our district and your household, we are requesting that you become a registered user of our website. Follow the steps below to register and subscribe to the areas that are important to you and your child/children.

Please do the following:

1. Go to our website: <http://www.duplinschools.net>
2. Click on the **Gear icon** button at the top left of the page. Select **Register**.
3. Enter your birthdate and click **Submit**. (You must be older than 18.)
4. Please fill out the form that displays. Note that there are required fields: *First Name, Last Name, Email Address, Sign-In Name, Password, and Confirming Password*.
Tip: We recommended that you at least add your zip code, as this will enable you to take advantage of the distance calculation feature on this website.
5. Use the hyperlink **Blackboard Terms of Use** to read over their policy. Then select the box that says *"I agree to the Blackboard Terms of Use."*
6. Make sure that the box that says *"Please send me email about Events and Activities"* is selected, and click **Submit**.
7. Please sign into the website now using the Sign-In Name and password that you just assigned yourself. This can be done by either clicking on **Sign In** button at the top right of the site, or by clicking on the hyperlink below the Acceptance Message.
8. Once signed in, you will need to click on the **My Info** button that appears at the top right of the page.
9. You will now see your *profile* displayed and available to edit if necessary. Please scroll down and select **Subscriptions**.
10. Click on **Manage Subscriptions**.
11. At this point, you will be able to select any sections on our website to which you would like to subscribe. This subscription will enable you to receive email messages from the editors of these sections, if they decide to announce a significant update on their pages.
12. **IMPORTANT NOTE:** Under *Homepages & Calendars*, Please check the box next to

the District Homepage and next to the school homepage that applies to you or your child/children.

13. Then select ***Other Areas of Interest*** to select any additional pages that may apply to you or your child/children.

14. Scroll to the very bottom and click on ***Done***. You will now be set to receive important alerts from our website.

Thank you for helping us to provide exemplary communication to our parents and students.