



# Portage Township Schools

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## Instructional Media Services

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[www.portage.k12.in.us](http://www.portage.k12.in.us)

Dear Parents:

In order to provide the best communication between our district and your household, we are requesting that you login to our website and subscribe to the areas that are important to you and your child/children.

To do this, please do the following:

1. Go to our website: <http://www.portage.k12.in.us>
2. Please register at our website using the *Register button (top right side)*. If you have already registered, sign in and continue with these directions. Once signed in, you will need to click on the **Access My Info** button that appears at the top right of the page.
3. You will now see your *profile* displayed and available to edit if necessary. Please scroll down until you see **My E-Alerts & Subscriptions**.
4. Click on **Edit Subscriptions**.
5. 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.
6. **IMPORTANT NOTE:** Please check the box next to the District Homepage and next to the School Homepage that applies to you or your child/children.
7. Please select any additional pages that may apply to you or your child/children, for example: teacher page(s), athletic page(s), etc.
8. Once you have finished choosing the pages, you may also want to subscribe to have E-Alerts sent to your mobile device (cell phone or pda). This will allow you to receive notices when school cancellations/closings occur.
9. Scroll to the very bottom and click on **Subscribe**. You will now be set to receive important alerts from our website.

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