

Enfield Public Schools

Email Emergency Notification System Sign-Up Instructions



Enfield, CT

Nov. 2009

Email Emergency Notification System

Enfield Public Schools will be implementing an Email Emergency Notification System through our new SharpSchool website. You can visit the site and sign up for email notification of school closings, delays and early dismissals on the district homepage at www.enfieldschools.org. In the event of a district wide event, you will only receive one notice.

If you choose not to use the Notification System on the website, you will still find relevant information regarding closings, delays and early releases on television, radio, the District homepage www.enfieldschools.org and the snowline @ 253-5170.

We look forward to providing our students and parents with the most effective means necessary regarding notifications. Thank you for your participation.

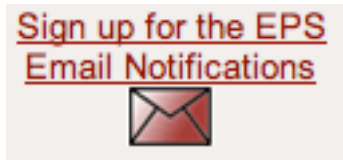
Emergency Notification Sign-up Instructions

1. Visit www.enfieldschools.org
2. Click on the 'Sign up for the EPS Email Notifications' link on the left hand side of the homepage (under the superintendent's contact information) for school closings, delays and early releases.
3. Click on 'Subscribe' on the right hand side.
4. The subscription page requires an email address. Be sure to check the box next to **Enfield School District**.
5. Click 'Submit'
6. You will have to check your email and click on the link in the verification email to validate your subscription.
7. You are now signed up. You can unsubscribe at any time with the link at the bottom of each message to stop receiving email notifications.

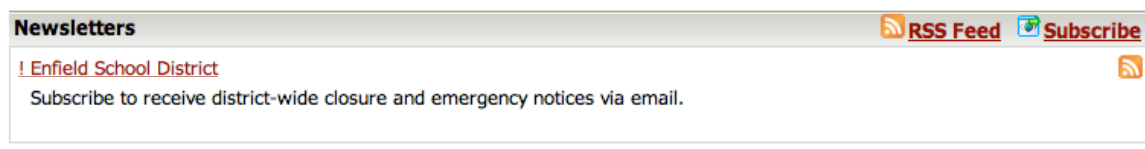
Note: All notices will come from the email address: "notification@intrafinity.com". You may want to add the sender, notification@intrafinity.com, to your address book to prevent it from being marked as spam.

The Process

Click on link on main page.



Choose Newsletter – “Newsletter” is SharpSchool’s term for the process. We refer to it as the **EPS Email Emergency Notification System**.



When you choose to “subscribe”

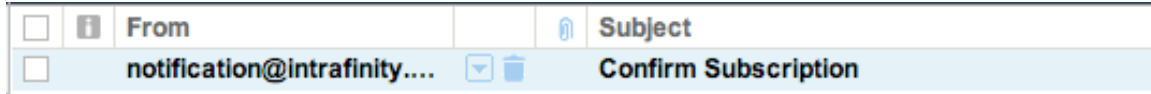
Subscribe to Newsletter	
Email Address	<input type="text"/> An email will be sent to you to confirm your subscription.
Preferred Email Format	<input checked="" type="radio"/> HTML <input type="radio"/> Plain Text
Newsletters	<input type="checkbox"/> Select all Newsletters <input type="checkbox"/> ! Enfield School District Subscribe to receive district-wide closure and emergency notices via email.
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Enter in your email address and a confirmation email is sent to you.

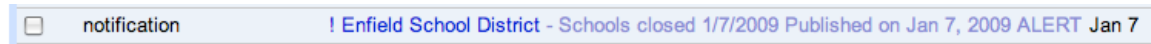
! Enfield School District
Subscribe to receive district-wide closure and emergency notices via email.

Newsletter Subscription
A verification email has been sent to your registered email address. Please click on the link in the verification email to validate your subscription.

You will receive an email asking you to confirm your subscription.



When there is an emergency/notification, an email will be sent out.



You can “unsubscribe” at any time by clicking on the link at the bottom of any email message.