

Signing Up for Notifications

Copyright © 2013 ImageTrend, Inc.

If your school uses Cornerstone to send alerts, you can sign up to receive alerts in a different ways for a variety of reasons. You will only receive these alerts if you sign up for them.

HINT: If you do not see the *My Alert Notifications* option in the drop down menu beside your name (refer to steps 2–3 below), your school either does not use Cornerstone to send alerts or does not allow you to sign up for alerts through the Household portal.

You can sign up for alerts based on the type of alert and the way you choose to be notified. This allows you to only receive only relevant alerts; for example, you could sign up to be notified by phone if school is closed early, by email if your student is marked as absent and not at all if your student receives a bad test grade.

1. Log in to Cornerstone Household.
2. In the upper right, click the arrow beside your name.



3. A drop down menu appears with links to update your account.
 3. Select *My Alert Notifications*.
- The *Alert Notifications* page appears.

NOTE: You may not see the same custom alerts that are displayed here. This type of alert is set up individually for each school and may not apply to your child's school.


		Emergency		School Closing		General Messages		Attendance	
<input type="checkbox"/>	Home Phone (626) 437-5369	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Work Phone (563) 566-8599 Ext: 110	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cell Phone (698) 789-6541	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Personal Email tritt@imagetrend.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Work Email tritt@imagetrend.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	School Email tritt@imagetrend.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


		Academics		Financials	
<input type="checkbox"/>	Home Phone (626) 437-5369	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Work Phone (563) 566-8599 Ext: 110	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cell Phone (698) 789-6541	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Personal Email tritt@imagetrend.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Work Email tritt@imagetrend.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	School Email tritt@imagetrend.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. For each type of alert, select the way you would like to be contacted.

 **HINTS:**

The contact information that will be used to send alerts is displayed on the left side of the *Default Alerts* section.

To send an alert via an SMS, text or email message, select the *Message* icon  for the appropriate category and contact preference. To send an alert via voice message, select the

Phone icon  for the desired category and contact preference.

5. To save your preferences, from the bottom of the page, click *Save*.