



DISTRICT LAUNCHES SCHOOL NEWS NOTIFIER SERVICE

Begin receiving important information from DCS via e-mail

School News Notifier (SNN) is an e-mail notification system that sends subscribers school and district news, announcements, and information such as emergency closings directly to their e-mail.

Subscribers can choose to receive any or all of the following alerts:

- ▶ Emergency School Closings and Delays
- ▶ District News
- ▶ Elementary School News
- ▶ Middle School News
- ▶ High School News

All e-mail addresses are kept confidential, and users can unsubscribe at any time.

Sign-up Instructions

Step 1: Visit <https://snn.neric.org/dcs> (You can also reach this Web page through the district's homepage, www.duanesburg.org, by clicking on the School News Notifier icon—shown above—and then click on the link that says, "Go to the School News Notifier Home Page").

Step 2: Once you are at this sign-up page, begin entering the information to sign-up for an account. Enter your first and last name, e-mail address and password. (All fields are required). Once you have entered this information, click on "Create a new profile."

Step 3: A new screen will appear indicating that a confirmation code has been sent to your e-mail address. At this point, you should minimize this screen and open a new screen to check your e-mail for the confirmation code.

Step 4: The next step is to go back and enter the confirmation code into the SNN system and select the notifications you would like to receive. Once you select as many or few notifications as you would like to receive, please click "Subscribe."

Congratulations! You have successfully subscribed to Duanesburg's School News Notifier. You will begin receiving alerts via e-mail for the notifications you selected.

Changing your notifications

If at any time you would like to change which notifications you receive, you should visit the initial log-in page, and enter your e-mail and password in the "Returning Users Log-In" area. You will immediately be brought to a page that allows you to select or deselect notifications. Click on the "Update Your Profile" button, and you are finished changing the notifications you will receive.

If you need assistance, please e-mail ahendricks@duanesburg.org.