

## Student & Parent Registration/Account Steps to Take in Order to Receive Newfane High School Guidance Office New Scholarship Posting E-Alerts

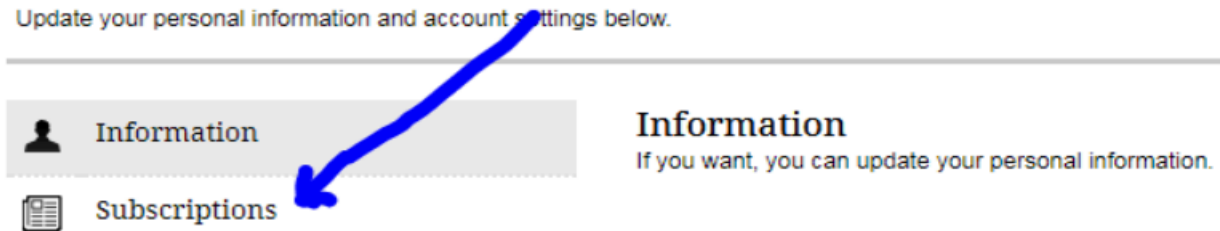
1) Register (select **“Register”** tab at top right of district website: <http://www.newfane.wnyric.org>)



2) Once registered, go to **“My Account”** tab on top of district homepage. Then select **Edit Account Settings**.



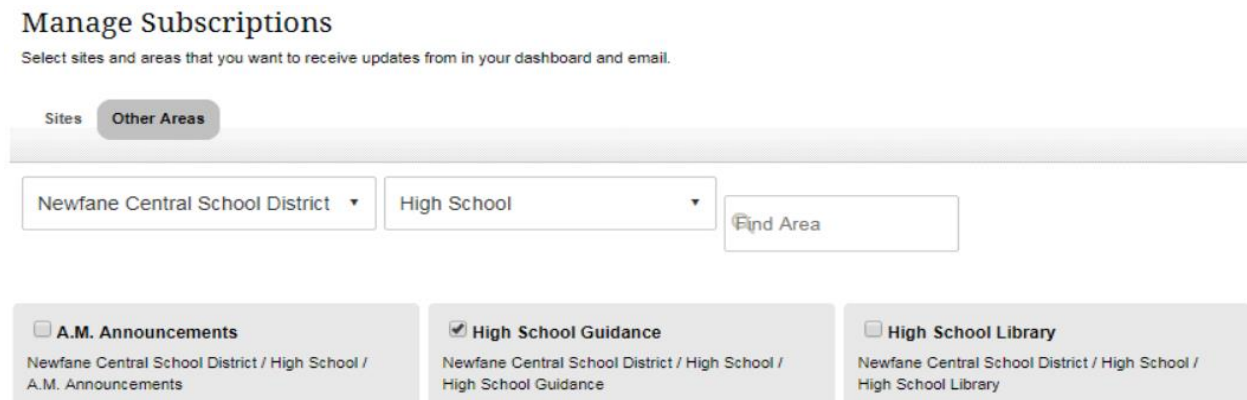
3) In your account, choose **“Subscriptions”** (see pic below):



4) Select **Manage Subscriptions**

5) Choose **Other Areas**

6) Hit down arrow next to **All Channels**, select **High School** (see pic below), choose **HS Guidance**, hit **I'm Done**.



7) You are now finished. You will now receive E-Alerts any time a new scholarship gets posted on the Guidance Office Webpage.