

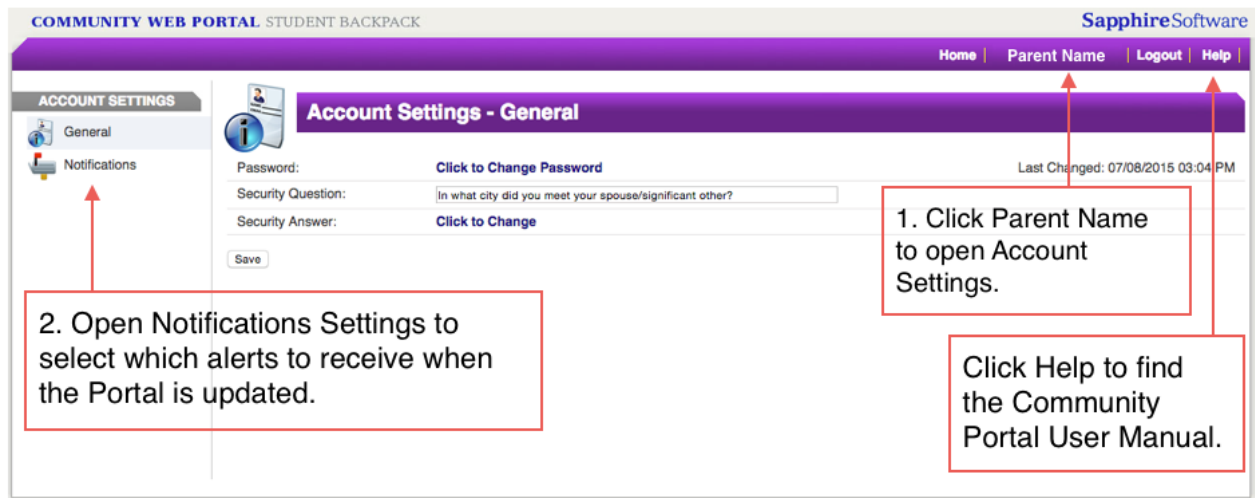
Setting Up Community Portal Email Notifications

Steps to set up Email Notifications:

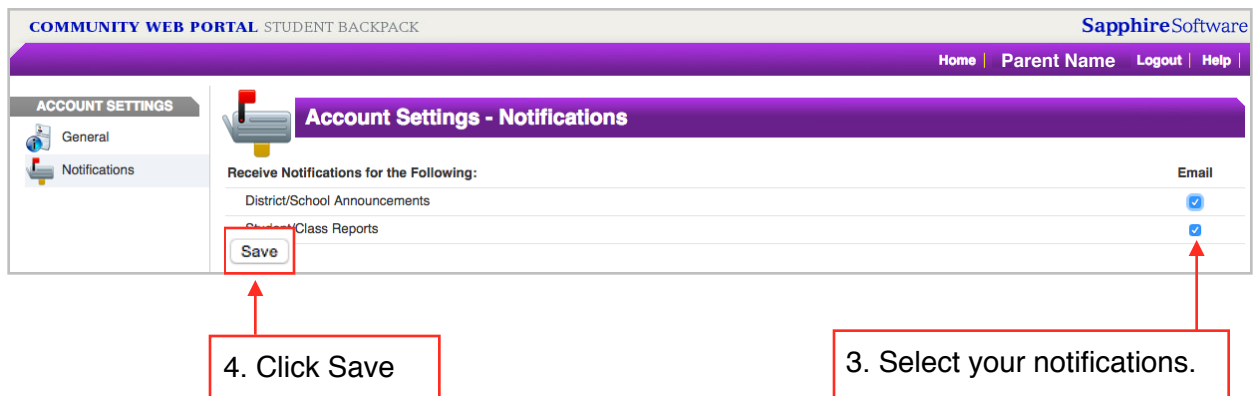
1. Log in to the Community Portal (<http://sapphire.etownschools.org>) and click your name in the right top corner of the screen to open Account Settings.
2. Click Notifications in the left navigation pane.

* Please note: If you forget your Community Portal password, click the *Forgot Password* link on the Portal login screen.

* If you forget your PIN number or username, email techsupport@etownschools.org for assistance.



3. Select the notifications for which you would like to receive emails.
4. Click Save at the bottom left of the window.



Email notifications will prompt you to log in to the Community Portal to view the newly added updates and announcements.