# Parent/Student Email Subscriptions Registration Guide

Parents and students can use the **Parent Internet Viewer** (**PIV**) to have automated grade, attendance and discipline alerts sent directly to an email address of their choice.

Registering for Email Subscriptions

▼   **Log in** to the **Parent** or **Student Portal** at http://www.dadeschools.net:

> Each year you must re-register for email subscriptions.
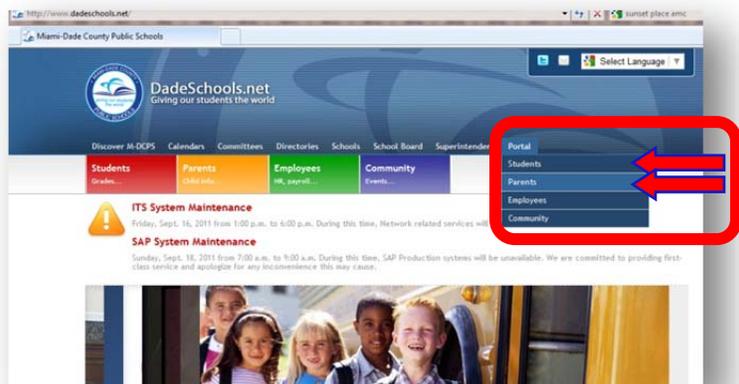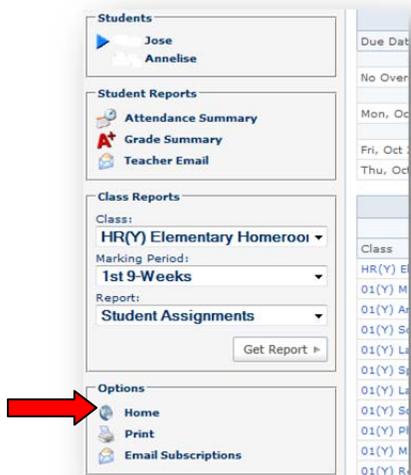
On the main **Portal** page,

▼   **Click View Grades & Attendance**

The Internet Grade Viewer summary page will be displayed.

Setup/Verify Email Addresses

▼   **Select** the name of the student for whom you would like to receive alerts

▼   **Click** the *Home* link on the left-hand side

▼   **Click** *Edit Profile*

1. Verify or Enter an email address in the boxes provided

2. Set each address as either Home, Work, or Other

3. Select 1 email address as your primary address

4. Click **Save**

▼ Click the **Home** button and then the **Internet Viewer** link

▼ If you have more than 1 child linked to your account, repeat these steps for all other children.

Once your email addresses have been added or verified and you are back in the Internet Viewer main page, a summary of the student's grades will be displayed.

Setup Email Subscriptions

On the bottom left-hand side of the page,
▼ **Click** the **Email Subscriptions** link

A page with the available alerts (report) types will be displayed.

On the **Sign-Up** page,
▼ **Place a check mark** next to each report type you wish to receive.
   (See Email Alert (Report) Types Descriptions at http://gradebooksupport.dadeschools.net/pdf/PIV_alert_descrip.pdf)
▼ **Select** the report and days for notifications to be sent. Under **Classes**, set the grade threshold when an alert will be sent.
▼ **Place a check mark** under Home, Work and/or Other to tell the system where to email the report.
▼ **Click *Save*** upon completing your choices.

To receive alerts for multiple students, select another student's name on the **PIV** and repeat the process.

Changing or Cancelling Alerts

▼ **Log in** to the **Parent** or **Student Portal** and launch the **PIV**.
▼ **Change** the settings for the Email Subscriptions or,
▼ **Uncheck** an alert. **Unchecking all alerts will cancel all alert emails for this student**. You can always reactivate alerts later if you choose.
▼ If you change your email address, update your information in the portal as well as your Gradebook profile.

Support

▼ Contact your school for any issues related to this application.