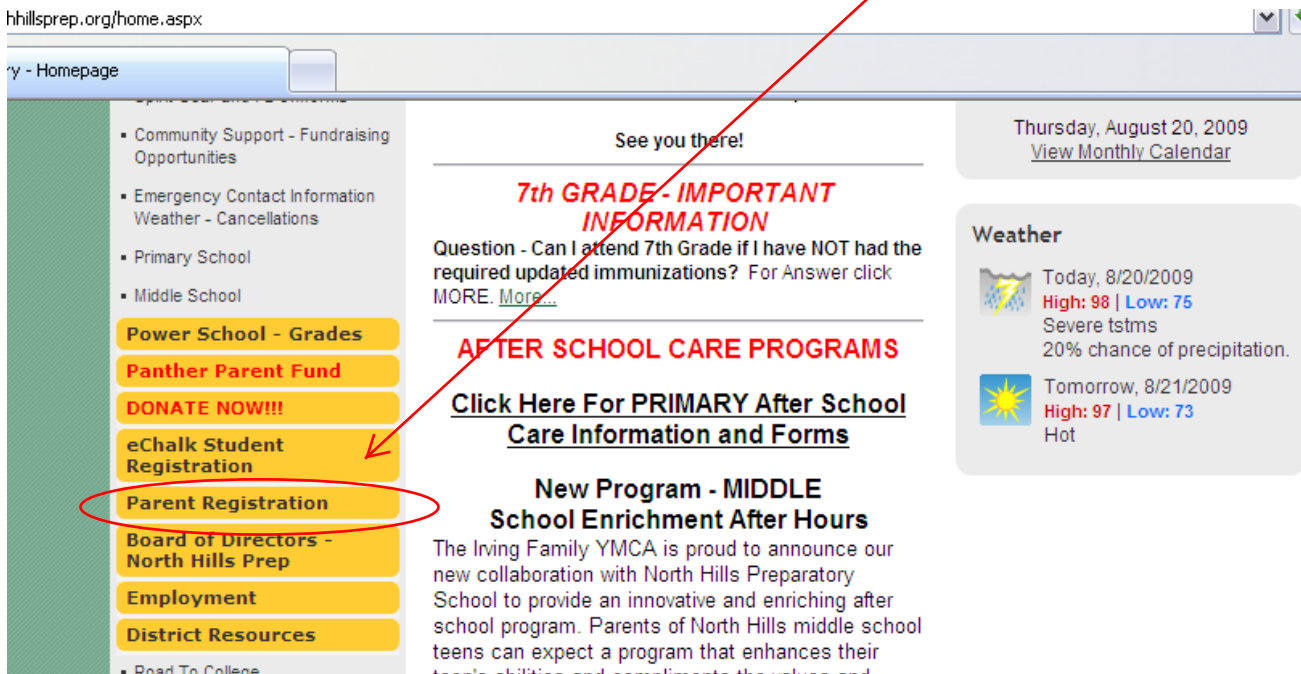


# SETTING UP FOR ECHALK EMAIL ALERTS

You must be registered on the school website in order to receive the email alerts. If you are not already registered go to [www.NorthHillsPrep.org](http://www.NorthHillsPrep.org).



On the left hand side of the homepage you will find the link for Parent Registration.



Click this link and you will see a screen similar to this.

**PREPARATORY**

**Parent Registration**

By registering to receive class email alerts, parents can keep up to date on announcements, upcoming events, homework assignments, and other class information on any schedule they prefer (e.g., daily, 2x/week, weekly), or only when relevant new content is added.

Please fill in the following form and click the **Register** button when you are finished. Once your information is received we will email you your username and password.

If you have forgotten your password, [click here](#).

**Parent Information**

\* First Name:

\* Last Name:

\* Email Address:

Mailing Address:

City:

State:

Zip Code:

Phone Number:

**L X A K Q K** [How does code verification work?](#)

Enter the verification code as it is shown in the box above.

Find out more about [class email alerts!](#)

To learn more about what the class email alerts are all about click this link.

Fill out the required information on the page and enter the verification code. **If you use an email address that is already in the system you will be prompted to request a new password.** If you have never put your email address in the system you will get this screen saying that an email will be sent to you with additional information for logging into the website.

An email has successfully been sent to the email address noted above. To complete the registration process and activate your account, please go to your Inbox and open the verification message from: 'eChalk Registration' with the subject line 'eChalk Registration Verification Email' and follow the instructions.

Your email will give you the username (your FULL email address) and a password. Each time you log in use this information here.

> School Home > District Home > Integrated Login > Login > Help > Search

**NORTH HILLS PREPARATORY**

Forgot Password?

Username:

Password:

Need Help? [English](#) | [Español](#) **Login**

After logging into the site you will ACCEPT the Acceptable Use Policy and then see this screen where you must create you own password.

**Profile > Change Password**

- Enter a new password that has a minimum of 5 characters.
- Choose any combination of letters or numbers that will be easy for you to remember.
- Make sure to type exactly the same password in both boxes.

\* New Password:

\* Confirm New Password:

\* Indicates required fields

**Submit**

And then you will see the next screen.

**Step 1 of 1: Fill in and verify the following general information.**

To modify this page once logged into the site go to the [Profile](#) page.

First Name:

Last Name:

External Email Address:

Children: **None Selected**

Address:

City:

State:

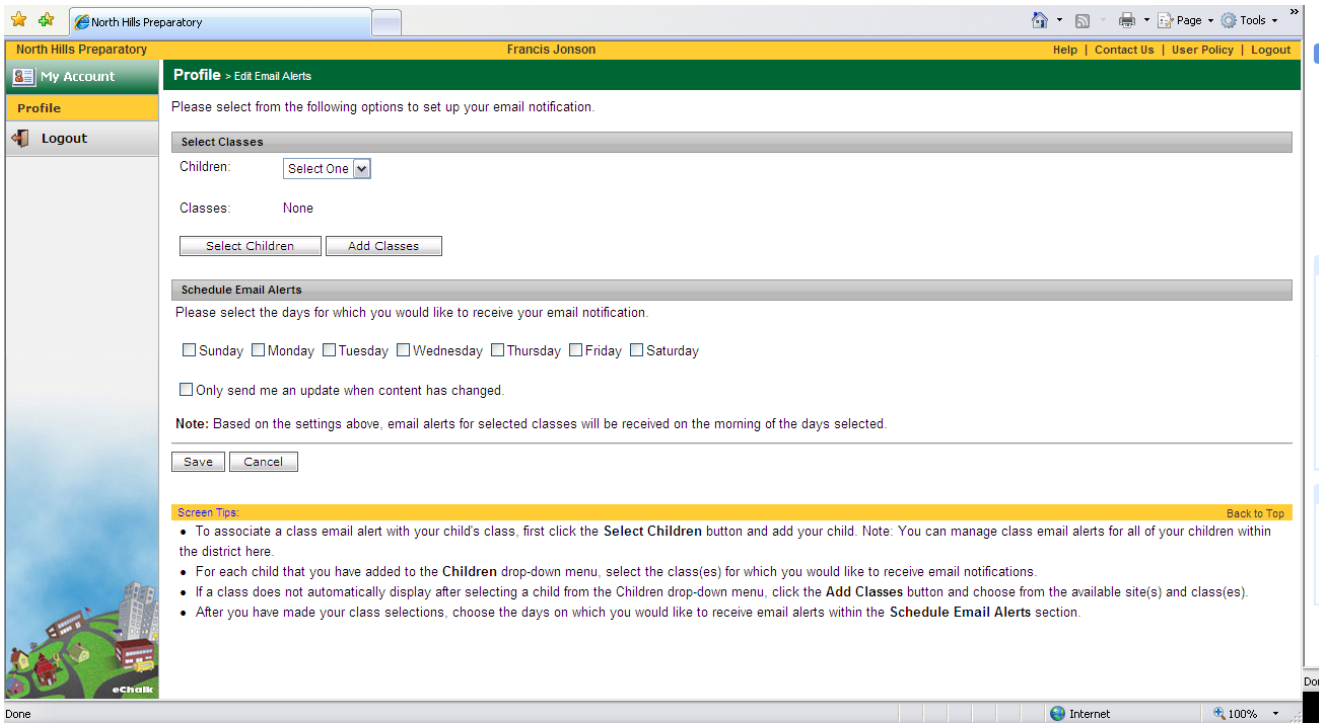
Zip:

Phone Number:

**Finish**

When you click Finish or hit the Profile link you will be taken to the screen you have been waiting for!!!

You will click the Select Children box and enter their school (North Hills), their grade, first name, last name and birthdate. Hit SAVE and do this again for any other children.



After you have finished adding children you will Add Classes. If the teacher has already identified the members of the class the name of the class may show and you just check those classes.

Finally, check the days of the week that you want notification or that you only want updates when something changes. Click SAVE and wait for your emails.