


## Signing Up for Notifications


If your school uses Cornerstone to send alerts, you can sign up to receive alerts in a different ways for a variety of reasons. You will only receive these alerts if you sign up for them. You can sign up for alerts based on the type of alert and the way you choose to be notified. This allows you to only receive only relevant alerts; for example, you could sign up to be notified by phone if school is closed early, by email if your student is marked as absent and not at all if your student receives a bad test grade.

1. Log in to Cornerstone Household.
2. In the upper right, click the arrow beside your name.







3. Select *My Alert Notifications*.  
The *Alert Notifications* page appears.



 **NOTE:** You may not see the same custom alerts that are displayed here. This type of alert is set up individually for each school and may not apply to your child's school.

 **Alert Notifications** 
 = SMS/Text/Email  
 = Voice

To subscribe to an alert, please select the checkbox corresponding to the type of alert and the location you would like to receive the alerts

Default Alerts	Emergency	School Closing	General Messages	Attendance
	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 
Home Phone: (555) 652-0929	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: (563) 566-8588 Ext: 110	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: 612-387-4866	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Email: abbate@yahoo.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School Email: aabruzzo@school.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Email: aabruzzo@work.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


  

Custom Alerts	Academics	Financials
	<input type="checkbox"/> 	<input type="checkbox"/> 
Home Phone: (555) 652-0929	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: (563) 566-8588 Ext: 110	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: 612-387-4866	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Email: abbate@yahoo.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School Email: aabruzzo@school.com	<input type="checkbox"/>	<input type="checkbox"/>
Work Email: aabruzzo@work.com	<input type="checkbox"/>	<input type="checkbox"/>

4. For each type of alert, select the way you would like to be contacted.

### HINTS:

The contact information that will be used to send alerts is displayed on the left side of the *Default Alerts* section.

To send an alert via an SMS, text or email message, select the *Message* icon  for the appropriate category and contact preference. To send an alert via voice message, select the

*Phone* icon  for the desired category and contact preference.

5. To save your preferences, from the bottom of the page, click *Save*.