

INSTRUCTIONS TO REGISTER ON THE HEWLETT-WOODMERE WEBSITE

To register as a **parent**, please follow these simple instructions. A screen shot of the registration form follows:

1. Log on to www.hewlett-woodmere.net
2. In the upper right hand corner of the screen, click **Register**.
3. Enter your date of birth and click **Submit**.
4. **IMPORTANT: First, please enter the word PARENT in the field marked TITLE. This identifies you as a parent of a Hewlett-Woodmere student.**
5. Fill in the required fields that appear in red. These include first name, last name, e-mail address, sign-in name and password (the other fields are optional). Your sign-in name and password can be whatever you like, just be sure to write them down for future reference.
6. Once this information is all filled-in, please click **Submit**.
7. You will receive an e-mail confirming your registration.

The screenshot shows the registration form on the Hewlett-Woodmere Public Schools website. The form is titled "Please fill in the form below to register with this site." and includes a legend: "* = Required Field". The form fields are as follows:

- First Name: *
- Last Name: *
- Title:
- Address 1:
- Address 2:
- City:
- State:
- Zip Code:
- Phone:
- Fax:
- Email Address: *
- Sign-In Name: *

The form is displayed in a web browser window with the taskbar showing the Start button, several open applications (Inbox - Microsoft Out..., Internet Explorer, Microsoft Office, Oskar), and the system clock showing 2:46 PM.

To sign-in to the site once you have registered:

1. Log on to www.hewlett-woodmere.net
2. In the upper right hand corner of the screen, click **Sign In**.
3. Enter your Sign In name and password. Click **Sign In**.
4. To change your information, or register for e-mail subscriptions, click **Access my Info** in the upper right corner of the screen.
5. To register for e-mail subscriptions, scroll to the bottom of your information page and click **On** next to E-Alerts. Click **Edit my Subscriptions** to sign up to receive information from selected areas of the website.
6. A screen will appear where you can select categories that interest you. The drop down menu will take you to the selection area for different schools.
7. Click **Subscribe** at the bottom of the screen when you are finished making your selections.