

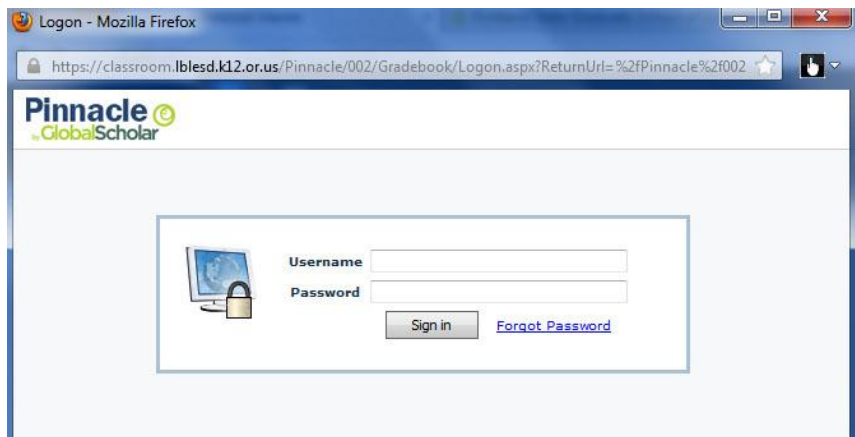


Email Subscriptions Quick Reference Guide

Go to the **URL** given in the letter from your school.

Click on the **PIV button** on the left side of your school's homepage.

Login with the **user name** and **password** on the letter from your principal.



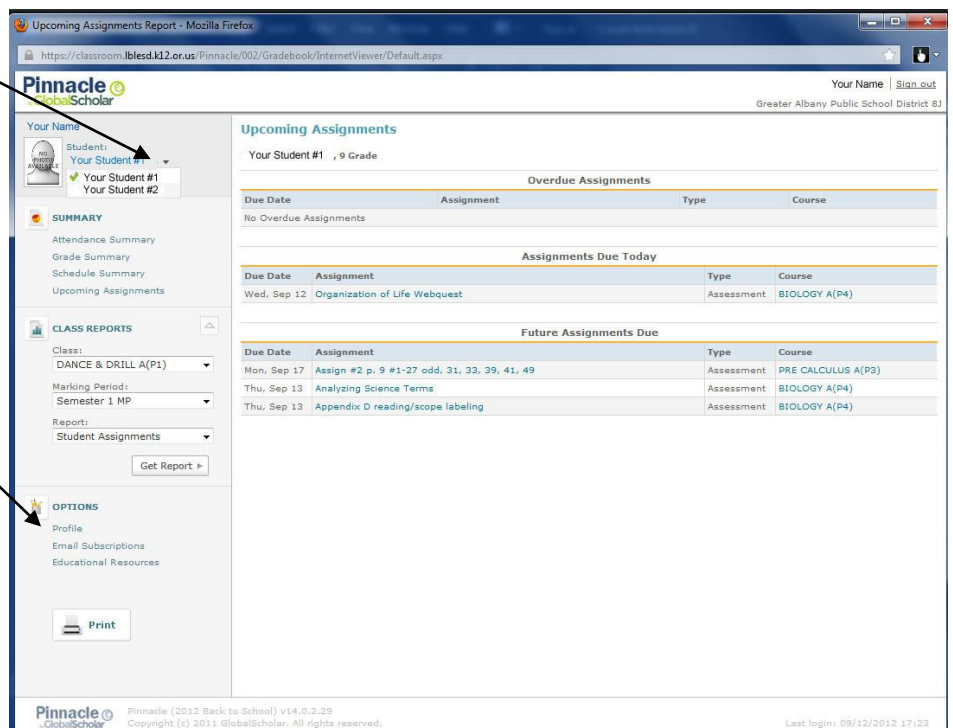
Then click **Login**.

(Note: there is no hour glass indicating waiting, it is still processing the request.)

The main page of the Pinnacle Internet Viewer will appear.

Select the student for whom you wish to set up an email subscription.

Select profile.



Make sure the information displayed is correct. Make corrections or additions. These will be your options of where to send the notifications.

Click on Save and then click on Home.

If you ever wish to change your password, you can click on the password tab.

Profile - Mozilla Firefox
https://classroom.lblesd.k12.or.us/Pinnacle/002/Gradebook/Gradebook/ProfileGeneral.aspx

Pinnacle GlobalScholar

Home

General Password

Personal Information

Name: Your Name

Time Zone:

Preferred Culture: English

Phone: 541-555-5555 x Home Other Add Phone

Email: email address here Other Primary Add Email

Save

When the next screen opens, click on email subscriptions. Then select the items you would like to have sent to you and then click save. You can come back and alter these anytime you would like. You can preview the item by clicking on this icon.

Subscriptions - Mozilla Firefox
https://classroom.lblesd.k12.or.us/Pinnacle/002/Gradebook/InternetViewer/Subscriptions.aspx?&EnrollmentId=54264&TermId=12591&ReportType=0&StudentId=8046

Your Name | Sign out
Greater Albany Public School District 83

Your Name
Student: Your Student #1
9 Grade

EMAIL SUBSCRIPTIONS

Choose Subscriptions

	Home	Work	Other
<input type="checkbox"/> Automatic Unexcused Absence Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Automatic Excused Absence Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Attendance Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Grade Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Student Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Choose Classes

	Home	Work	Other
<input type="checkbox"/> DANCE & DRILL A(P1) E/0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> HEALTH 1(P2) E/0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> PRE CALCULUS A(P3) E/0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BIOLOGY A(P4) E/0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FITNESS FOR LIFE:WT TRNG(P5) E/0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> ENGLISH 9A(P6) E/0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SPANISH 1A(PR) E/0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> PRIDE PERIOD 2016(ADV) E/0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save