

# Mountain Lakes School District



January 26, 2012

Dear Parents:

We're excited to launch our new district website which can be found at:

<http://www.mlschools.org>

This new website will help our district keep students, staff and community members informed about activities in the schools. There are several features that are available on the new district site:

- **Upcoming Events** - each school homepage has this section for a quick view of school activities.
- **District Calendar** - a combined calendar of all school events can be found at the District Home page.
- **News Section** - current information about activities and special events for each school.
- **Subscriber updates** - An email can be sent when website content is updated. With a registered account you can choose the areas of the website you'd like to follow. For example, you can select updates from the Briarcliff homepage as well as the MLHS Music Department section. Instructions on creating your account are below.

All of these features, with more to come, are displayed with a consistent "Mountain Lakes look" and easy, streamlined navigation. We'd like to hear what you think about the new website. To provide comments and suggestions please send an email to [mlschools@mtlakes.org](mailto:mlschools@mtlakes.org).

Sincerely,

Mark Huber  
Technology Coordinator

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## Registering an account on [www.mlschools.org](http://www.mlschools.org):

We've re-used login ids from the Parent Portal to pre-register accounts. If you have a Portal login you will receive an email with your username and password from [mlschools@mtlakes.org](mailto:mlschools@mtlakes.org).

If you do not have a Parent Portal account or did not receive an email please visit [www.mlschools.org](http://www.mlschools.org) to register.

At the top of the screen you'll see a bar with links to the district and school websites.



Click **Register** to create your account and fill in the registration form. Once you've registered an account you'll receive a confirmation email with the username and password you created.

## Managing your subscriptions:

- Click on the **Sign In** button.
- Once you've signed in you'll see a **My Account** button in the top bar. Click on My Account and select **Edit Account Settings**.
- Select Subscriptions and click on "**Add Area**". You'll have the choice to select one of the school main pages as well as other areas or "sections" of the website.