

The 2012-2013 school year is here and we don't want you to miss a thing! Please login or sign up as a New User to receive weekly updates on Waller ISD News and Announcements via our new communication tool known as *Waller ISD News Bits*.

If you are the parent of a student enrolled at one or more schools in our district or you are a district employee, you already have a login and password. However, you can choose specific news and information that you would like to receive by subscribing to one or more news groups as part of your Waller ISD News Bits profile.

Follow these steps to login:

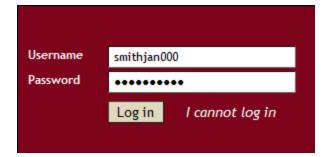
- 1. Click Waller ISD News Bits to access the login page.
- 2. Enter your Skyward Employee or Family Access ID in the Username field.
 - Your ID is the first 5 letters of your last name plus the first 3 letters of your first name plus 000.

Example: SMITHJAN000

If your last name is only 4 letters long, insert a space to make up the 4th letter.

Example: TEST IMA000

- 3. Enter your assigned password.
 - Your Password is the first initial of your first name plus your last name plus the last 4 digits of your home phone number. Examples: JSMITH3685 | ITEST1234
 - You can change your password at any time.
 - If you have difficulty with your assigned password, click the "I cannot login" link and follow the instructions provided. If you are still unable to access your account, please contact the Public Relations Department at 936-931-3685.

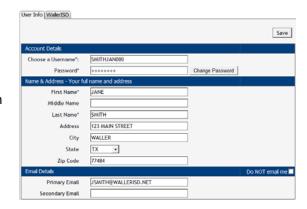


Application: WISD News Bits

Procedure: How to Login

Follow these steps to validate your contact information and select news groups:

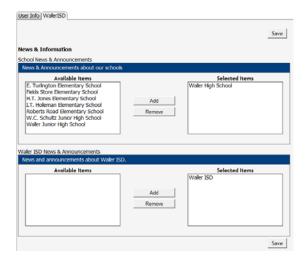
 On the User Info tab, verify that your contact information and email address are correct. If you change your primary email address or add a secondary email address, be sure to also update your information in the Skyward Employee (through the Human Resources Dept.) or Skyward Student Information System (through your school registrar); otherwise, these systems will not remain in sync.



Application: WISD News Bits

Procedure: How to Login

 On the WallerISD tab, select any/all of the news groups (school news and/or Waller ISD news) that you are interested in receiving news about. Select from the Available Items box and click the Add button to move to the Selected Items box.



Revised: 08/21/2012 Page 2 of 3

Follow these steps to unsubscribe your account from any future messages:

1. Click the Unsubscribe checkbox if you do not wish to receive ANY news from our district or schools.

I	UNSUBSCRIBE your account from any future messages.	Contact the system administrator to request your account be
ŀ	removed.	

Application: WISD News Bits

Procedure: How to Login

2. This will not remove your from receiving emergency notices sent out by the district, but will exclude any ordinary communications from the district or schools through Waller ISD News Bits communication tool.

To ensure that our email messages reach you, we also recommend that you set the ezc wallerisd@ezcommunicator.com and the ezcommunicator.com domain as an approved email sender. You may also want to include both a work and a personal email address on your profile just in case your employer has any issues receiving our emails.

You can update your account throughout the year, as necessary, if your contact details or news interests change. We strongly encourage keeping your Waller ISD News Bits information current. We look forward to welcoming you back to school on August 27th and thank you for taking time to update your Waller ISD News Bits account.

Revised: 08/21/2012 Page 3 of 3