

Welcome to www.perued.net!



Please check out our new website and signup to receive news updates and up-to-date listing of school activities and events. Instructions can be found below and on the District homepage. If you have any questions, please email Sherri Pannier at spannier@perued.net.

IMPORTANT NOTE: These instructions are **NOT** for students grades online. Information on this will be sent home sometime in September for those schools participating.

#1 SIGN UP FOR THE NEWS UPDATES

You may sign up to receive information from the following listserves:

1. *Peru District 124 News* (Information from the Superintendent/District Office)
2. *Washington News*
3. *Northview News*
4. *Roosevelt News*

You may choose as many as you want. Information from these listserves may occur only once or twice a month, depending on the need to send out information.

Steps

- a. On the district homepage click the '*Sign up for News Update*' on the left side, underneath the '*P*' logo.
- b. Follow the simple steps on that page to subscribe or unsubscribe using your email address. Please write your password down somewhere to remember it.
- c. Once you have entered your email address and password, an email will be sent to you about subscribing to the listserve. You will get one for every listserve you sign up for. **YOU MUST CLICK 'REPLY'**, and then '**SEND**' on each one of these emails to officially subscribe. Please ignore all the information you see in the email....just click reply and send. You do not have to type anything.
- d. Once you have done this, you will receive a final email saying you have officially subscribed.

Over Please.....

#2 SIGN UP FOR SCHOOL ACTIVITIES AND EVENT REMINDERS

Steps

- a. On the district homepage click the word '*Calendar*' underneath the top Peru heading or click on the '*School Event Calendars*' button on the right side.
- b. Click on the '*Sign In now for FREE event reminders*'. The next page will give you two options: If you have not yet registered with your email account, then click '*Sign Up Now*' to do so. If you have already signed up with your email address, then '*Sign In*' on the left hand side by putting in your email address and password.
- c. Once you are logged in, go to '*Edit Reminder Preferences*'. This is where you will specify how many days in advance you want to receive reminders about the event. If you choose '*weekly event reminders*', you will get one email at the beginning of every week reminding you of the weeks activities and events.
- d. Please choose the specific '*organizations*' or schools and the '*categories*' that you would like to receive. You may choose as many schools and categories that you want by holding the 'control key' down and clicking with the mouse.
- e. Click '*update*' at the bottom.
- f. '*Clipped Events*' are activities or events that you go in on the calendar and pick individually to receive an email notification about. Many of these are already in the 'categories' section, so you may not need to 'clip' any events.
- g. Sign-out when you are done.