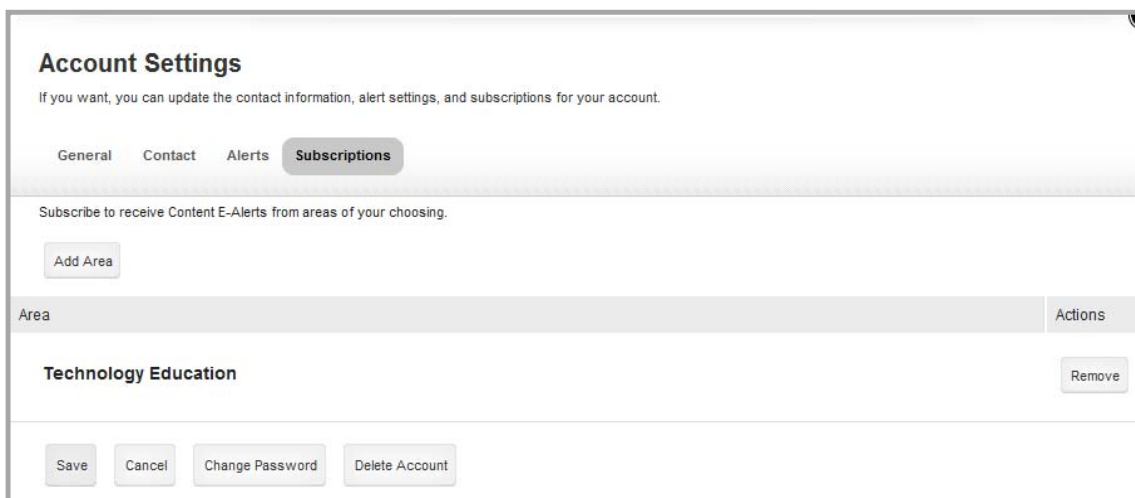


Subscribing to Content E-Alerts

For you to receive Content E-Alerts from an editor, you must subscribe to that area of your website. In addition, that editor must send an E-Alert. Centricity2 does not automatically send Content E-Alerts each time an editor makes a change.

To sign up for Content E-Alerts.

1. Sign into your website.
2. Click **My Account**. A drop-down list displays.
3. Click **Edit Account Settings**. The Account Settings window opens on the **General** tab.
4. Click the **Subscriptions** tab.



Account Settings
If you want, you can update the contact information, alert settings, and subscriptions for your account.

General Contact Alerts **Subscriptions**

Subscribe to receive Content E-Alerts from areas of your choosing.

Add Area

Area	Actions
Technology Education	Remove

Save Cancel Change Password Delete Account

5. Click **Add Area**. The Add Area window opens.
6. Enter all or part of the name of the area to which you'd like to subscribe into the Search box. If you aren't sure of the name of the area, enter nothing.
7. Click **Search**. Areas containing the combination of letters you entered display. If you didn't enter anything, all the areas for the website will display.
8. Click in the check box to the left of the desired area or areas.
9. Click **Save**. Your selections display on the **Subscriptions** tab. You will receive Content E-Alerts from those areas when editors send them.

You can unsubscribe from an area at any time simply by clicking **Remove** to the right of that area on the **Subscriptions** tab.