

Registering for www.macharter.org

Follow these instructions in order to subscribe to macharter.org.

1. Go to www.macharter.org.
2. Click on the **Register** button at the top right of the website.
3. Enter your birth date to continue.

This is done in compliance with the Children's Online Privacy Protection Act (COPPA). All registration requests must first pass birth date validation, and registrants must be at least 18 years old. Birth date information is collected only to validate your age and is not stored.

4. Please fill out the form that displays. Required fields are *First Name, Last Name, Email Address, Username, Password* and *Confirming Password*.

TIP: We recommend that you at least add your zip code, as this will enable you to take advantage of the distance calculation feature on this website.

5. Make sure that the box that says "*Please send me E-alerts from this site*" is selected, and click **Submit**.
6. You will see a message that your registration has been accepted.
7. You will receive an e-mail confirming your registration that includes your *Username* and *Password*.

Please keep your *Username* and *Password* confidential. Never allow another person to use this system with your account.

Subscribing to Teacher Pages

After your initial sign-up on macharter.org, you can subscribe to your student's teacher's webpage in order to receive updates and other information important to you and your child/children. Follow these instructions in order to subscribe.

1. Go to www.macharter.org and click on **Sign In** button at the top right of the website.
2. Sign into the website using the *Username* and *Password* that you selected. This was also sent to you in an email from the district.
3. Once signed in, you will need to click on the **My Account** button and then **Edit Account Settings** that appears at the top right of the page.
4. You will now see your *profile* displayed and available to edit if necessary.
5. Click on **Subscriptions** tab.
6. Click on **Others Areas of Interest** tab.
7. Then check the teachers you would like to subscribe to, to receive updates.

8. At this point, you will be able to select any sections on the website to which you would like to subscribe. This subscription will enable you to receive email messages from the editors of these sections, if they decide to announce a significant update on their pages.
9. Click on ***Manage Subscriptions***.
10. Under ***Homepages and Calendars***, select the campuses you wish to follow.
11. Click on ***Other Areas of Interest***. You may use the drop down menus to filter sections for a specific campus or area of a campus website. Or you may use the search box if you know the title of the website area.
12. Click on ***I'm Done*** when you are done.