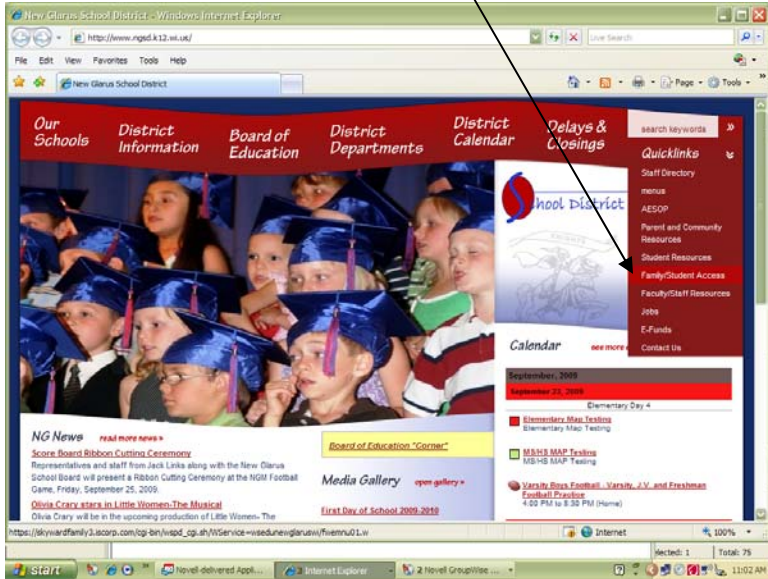
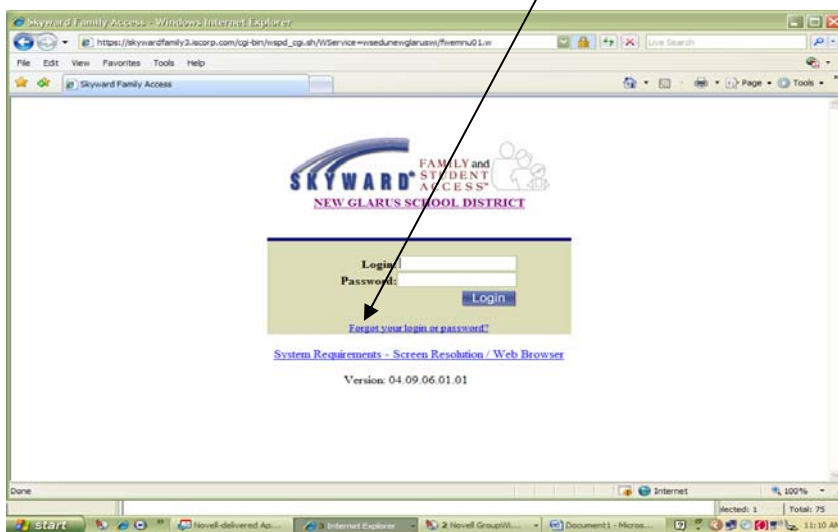


How To Set up E-Mails for Food Service Fund

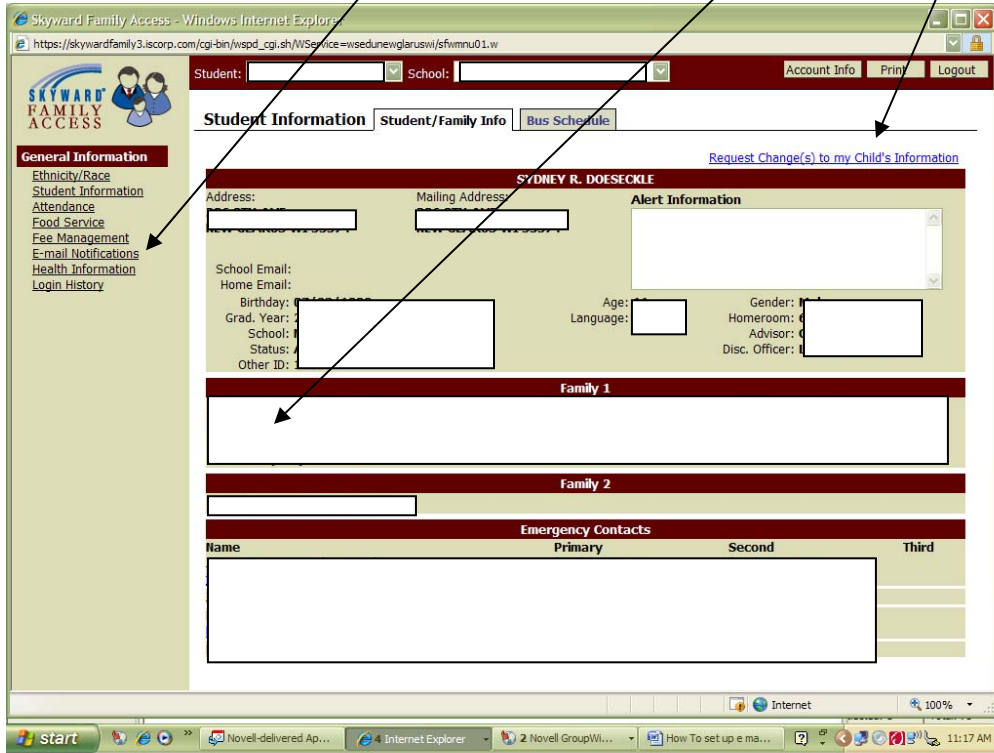
1. Go to www.ngsd.k12.wi.us, then on the far right side scroll over Quicklinks and in the drop down box click on family/student access.



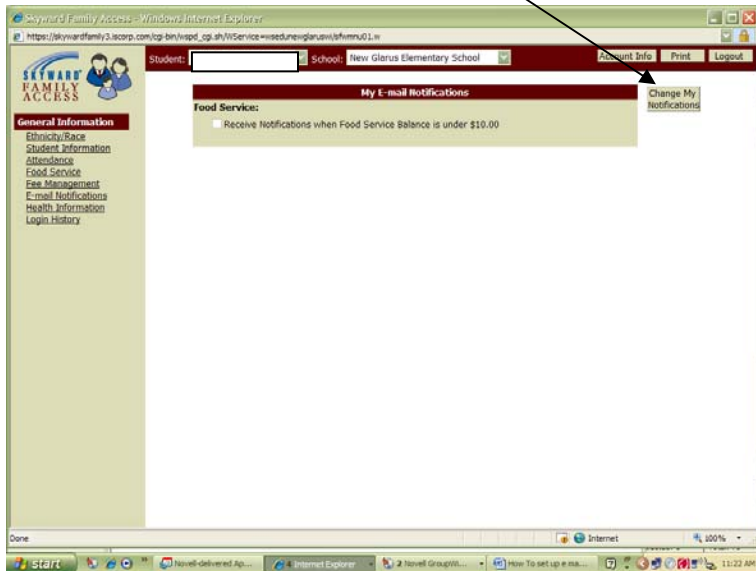
2. Enter your Login and Password. You may request this by email on this page if you do not have one.



3. Make sure that your email address is correct on this screen in the family 1 section, if it is not you must request to change it or call the school office at 608.527.2410.
4. Click on E-mail Notifications in list on Left Side of Screen.

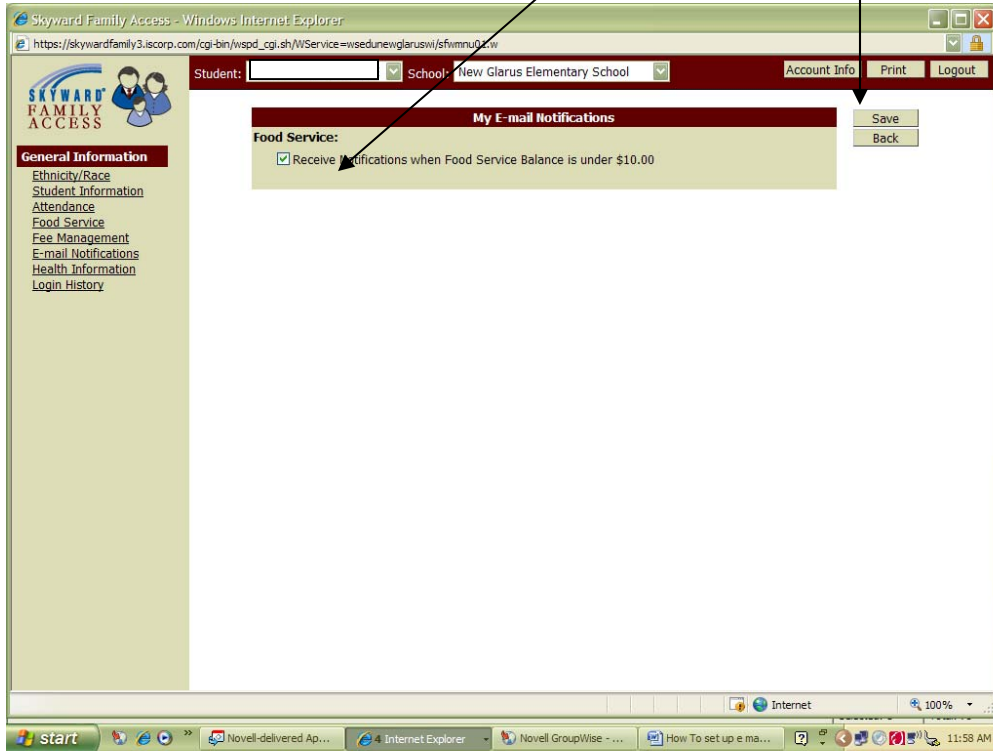


5. Click on "Change my Notification" Box



6. Check the box for Receive Notifications when....

6. Then the Save Button



This is the end of this tutorial.