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## BIG SANDY INDEPENDENT SCHOOL DISTRICT

9180 FM 1276  
P.O. BOX 188  
Dallardsville, TX 77332  
(936) 563-1000  
[www.bigsandyisd.net](http://www.bigsandyisd.net)

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### Website Help and Instructions

#### Instructions For Downloading App

1. Depending on your device, log into iTunes or the Google Play Store
2. Under Apps, search for Big Sandy ISD Dallardsville
3. Click on the Big Sandy ISD Dallardsville icon, and select “Get” and then “Install”
4. Under complete account setup, select “Continue”
5. Once installed, the new app will appear on your device screen
6. Open the app and go to “Settings”
7. Under Notification Preferences, make sure to turn on notifications
8. NOTE: By default, you will receive all notification alerts that are pushed to the app. If you do not wish to receive a particular notification to your app, you will need to do the following:
  - Open the app
  - Click the app settings icon in the upper right hand corner
  - Click Notification Settings
  - Uncheck the alert(s) you do not wish to receive – this will only affect notifications through the app

#### Instructions For Signing Up With E-Notes

1. Go to the Big Sandy ISD website [www.bigsandyisd.net](http://www.bigsandyisd.net)
2. Scroll down toward the bottom of the home page and Click “E-Notes Notification Center”
3. Select “Setup Account”
4. Enter first name, last name, email address, and click “Register”
5. A notification will be sent to your email – click the link to activate your account
6. Return to the E-Notes login and enter your username and password, and select “Sign In”
7. Select the button on the right “Verify E-mail Phone Number”
8. Under the drop-down option for “Type of contact”, choose Mobile Phone Number (you can also add another e-mail address or another phone number by repeating this step)
9. Enter the 10 digit mobile phone number (no dashes or parenthesis)
10. Select “Verify Contact”
11. You will receive a text notification with a verification code – enter the code, and click “Verify Ownership”
12. Click on the “Home” icon in the upper right hand corner
13. Click the middle button “Add E-Note Subscriptions”
14. Click the e-mail address and/or phone number and you’ll see a check mark
15. Click each alert you want to receive for each e-mail/phone number
16. Click “Add Subscriptions”
17. You should then be able to see which alert you’ve subscribed to for each e-mail address/phone number
18. Logout