





To create a cNotify account:

1. Go to the Wayne Local Schools Website: www.wayne-local.com
2. Click on Notification system, , on the left side of the webpage
3. Click on: , at the top right
4. Create a logon name, we suggest an initial and your last name
5. Create a password, we cannot retrieve these passwords, so make sure you remember it!
6. Insert Personal information
7. Insert Contact information
8. Answer the User agreement statement and the Privacy policy statement.
9. Click on Create
10. This completes the account creation process, log out.

You must next logon to your account to add contacts and subscribe to groups.

1. Go to the Wayne Local Schools Website: www.wayne-local.com
2. Click on Notification system, , on the left side of the webpage
3. Click on: , at the top right of the page
4. Login using the username and password you created
5. Click on the "User" dropdown menu
6. Click on "Change Profile"-Check this information for accuracy and change if needed. Click on "update"
7. Click on the "User" dropdown menu
8. Click on "Add Contacts" You must add at least one contact here, even though you may have entered the same information when you created the account
9. To add a contact-see instructions on the right side of the screen to fill in blanks, then
10. Categories will be left blank
11. "Carrier will only need to be filled in if you choose to have a text message sent
12. After you have information entered click "Create"
13. Continue "Add Contact" until you have all the contacts you want entered
14. If you wish to edit a contact, click on the contact, under description click on "Edit", make changes, and then click on "update"

You must subscribe to a group or groups to receive notifications!

1. Click on the "User" dropdown menu
2. Click on "Subscriptions"
3. Click the checkbox by District Student, (all subscribers must click this box) and click the building or buildings your children attend.
4. Click on :Subscribe
5. Click on: "Log Out" at the top right of the page to complete the process. You may logon at anytime to change your contact information.

If you have questions or need assistance with the notification system, please contact Jim Lucas at (513) 897-2776 x 427 or email: jlucas@wayne-local.com

Thank You,

Pat Dubbs, Superintendent