

# Pinnacle Internet Viewer – Email Notification Setup

Follow these instructions to setup email notification criteria.

## To Login:

- On the Internet, go to: <https://grades.fcps.org> and login using your student's ID and password

1. Select Email Signup →

The screenshot shows the Pinnacle Internet Viewer interface. On the left sidebar, under 'Options', the 'Email Signup' button is highlighted. The main content area displays a 'Grade Summary By Term Reporting Period' table for 'LANG ARTS 6 H'.

Numeric and Letter Grades				
COURSE	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.
PE 6				
TECH EXPO				
INTRO ALG&GEO				
LANG ARTS 6 H	100.0/A			
LIFE SKILLS				
NWEST CLT GEO H				

Below the table, there is a message: 'Have a Safe and Happy Summer. School begins August 28th.' and a disclaimer: 'The grades reflected on this site are not official due to variations in dates when grades are entered. Also, FCPS regulations such as the attendance requirement earn credit are not applied on this website. Final grades are calculated in accordance with FCPS policy. Official grades are distributed via report cards and transcripts. If you have questions, please contact the school.'

2. Enter your email address

The screenshot shows the 'WELCOME TO THE EMAIL NOTIFICATION SYSTEM PARENT SIGN-UP' page. It includes a list of benefits and a 'Sign In' button. The 'Your Email Address' field contains 'Parent@aol.com'.

- Automatically receive email when your student's grade drops below a determined threshold
- Receive detailed assignment reports on a scheduled basis
- Set up multiple email addresses per student
- Utilize the ultimate solution for increased parent-teacher communication!

When you sign up with the Email Notification System, an authorization email will be sent to the email address specified. Follow the instructions in the email to validate your email address.

Your Email Address:

3. Set the criteria for when you would like to be notified via email and click Submit Notification Request

The screenshot shows the 'General Information' page in the Pinnacle Internet Viewer. The 'Submit Notification Request' button is highlighted. The page includes fields for 'School' (Training School), 'EMAIL RECIPIENT' (Parent@aol.com), and 'Report Selection' options.

Report Selection options:

- Before  After 5:00  AM  PM
- Before  After 5:00  AM  PM

Automatic Grade Notification:  When any grade: goes below