The purpose of this guide is to show you how to subscribe and update preferences for bulletins on AccessPoint. AccessPoint bulletins provide users with important updates about QSS Support, Activities, and Events related to their specific bulletin preferences.

Step 1:

Login to AccessPoint at [https://accesspoint.sccoe.org](https://accesspoint.sccoe.org) using your provided Access ID and password:

*If you have forgotten your password, please click the “Forgot your password?” link below and input your Access ID to have your password emailed to you.

*If you need further assistance logging in, please call the TSB Help Desk at 408-453-4357.*
Step 2:

Click the **News and Bulletins** link on the left-hand side under RESOURCES:
Step 3:

Click the link to **Sign up to receive future Bulletins, change your request or cancel your subscription**:
Step 4:

On the Bulletin Subscription Page, modify your subscriptions to ADD or REMOVE each Bulletin distribution list in which you would like to be included, type in any comments for additional requests in the empty box, then click the “Submit” button:
Your registration is complete! You will receive a confirmation message and your request will be processed within one working day. Help desk will email you a confirmation email notifying you that your bulletin preferences have been updated.