



# Parent Portal

Updating parent/guardian phone number(s) + email(s) Preferences  
Via Website: Click on **User Menu** > **Settings** > **Contact Preferences**



**Contact Preferences**

1. Cell, Work, & Other Phone will be listed first. Please update if needed.

2. Primary and secondary email addresses appear. Please update if needed.

3. Set a Preferred language for yourself. By default, English is selected.

4. Message Preferences: Email tab > Parent can check/uncheck any option listed.

5. Save!\*\*

**Message Preferences**

For each notification type, show you prefer to receive messages by checking Voice, Text (SMS), or Email.

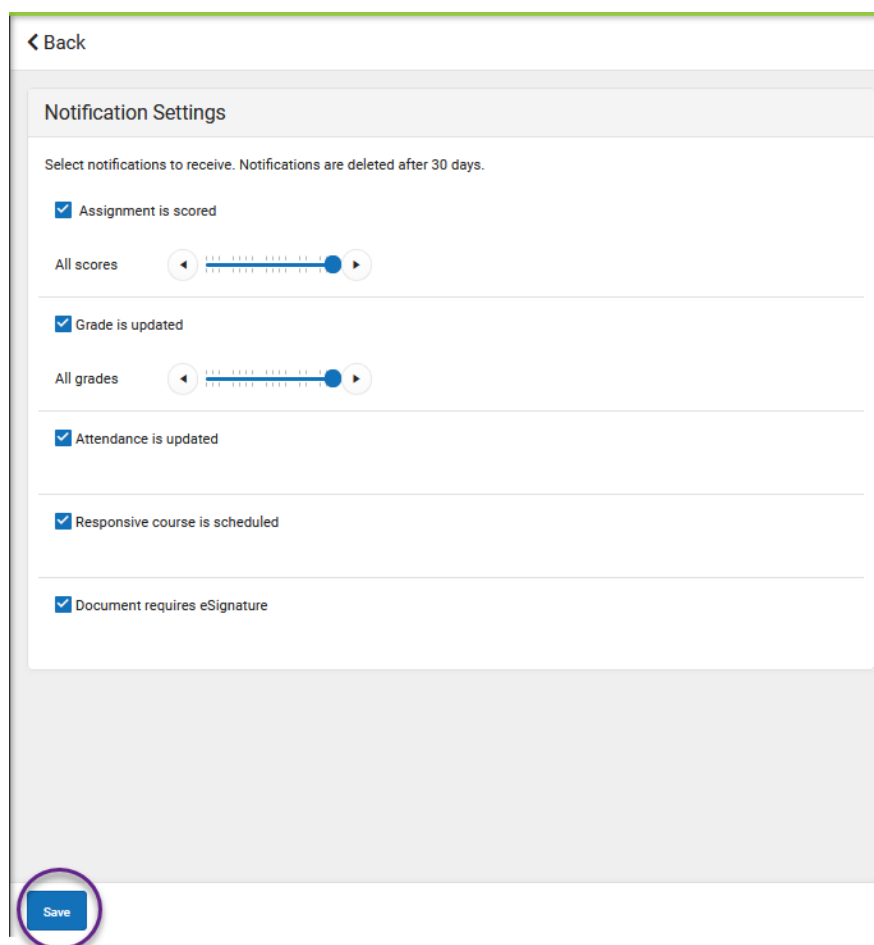
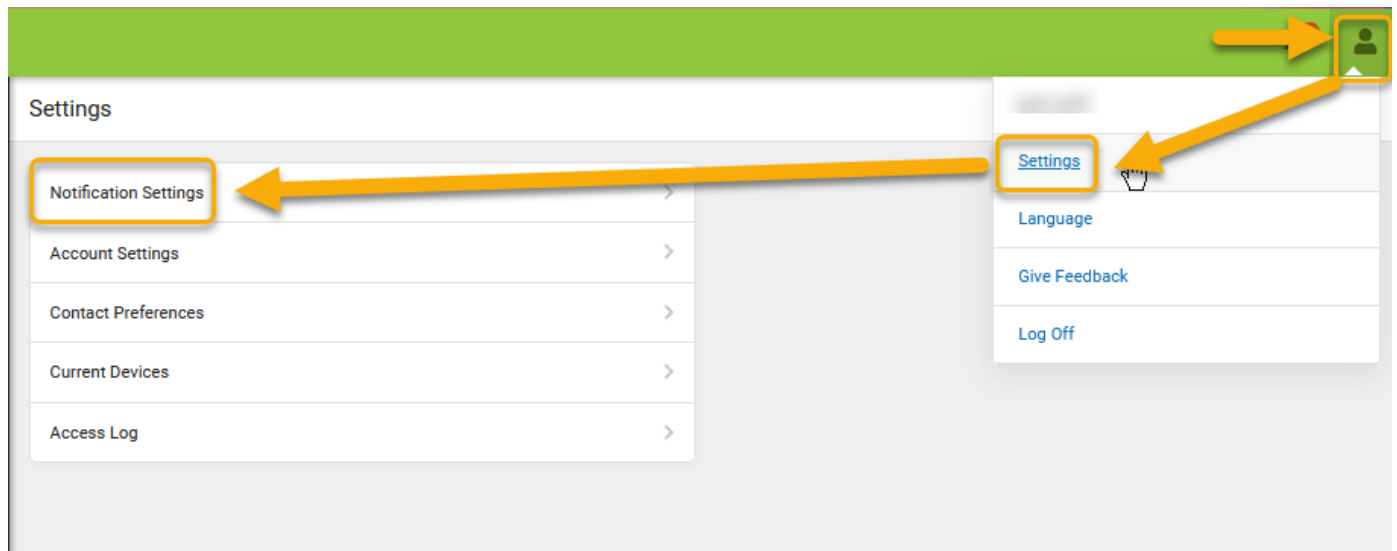
If the Text (SMS) option is checked, a message and data rates may apply. Charges are based on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box.

PRIMARY EMAIL ADDRESS	EMAIL
Priority	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>
SECONDARY EMAIL ADDRESS	EMAIL

**Save**

Make sure your Notifications are turned ON. Here's how:

**User Menu > Settings > Notification Settings > Select options > Save!**



# Parent Portal App On Your Mobile Device

## Updating parent/guardia phone number(s) + email(s) Preferences

Via Phone: Click on User Menu > Settings > Contact Preferences

The image consists of three sequential screenshots of a mobile application interface, illustrating the steps to reach the Contact Preferences menu. Each screenshot has a green header bar with three icons: a hamburger menu, a bell, and a person icon. In the first screenshot, the person icon is highlighted with a red box and labeled 'A'. Below the header, the 'Message Center' is visible with tabs for 'Announcements' and 'Inbox'. A message titled 'District Announcement' is shown, with text explaining the portal and providing navigation instructions. In the second screenshot, the 'Settings' option in the left-hand menu is highlighted with a red box and labeled 'B'. The main content area shows a list of settings: 'Language', 'Give Feedback', and 'Log Off'. In the third screenshot, the 'Contact Preferences' option in the left-hand menu is highlighted with a red box and labeled 'C'. The main content area shows a list of settings: 'Notification Settings', 'Account Settings', 'Contact Preferences', 'Current Devices', and 'Access Log'.

## Update Message Preferences > Mobil Device continued...

1. Cell, Work, & Other Phone will be listed first. Please update if needed.
2. Primary & Secondary email addresses appear. Please update if needed.
3. Set a Preferred Language for yourself. By default, English is selected.
4. Message Preferences: Email tab > Parent can check/uncheck any options listed.
5. **Save!\*\***

< Back

### Contact Preferences

**1**

Cell Phone  
(706) ( ) x

Work Phone  
(706) ( )

Other Phone  
( ) ( ) x

**2**

Email Address  
[ ]

Secondary Email Address  
[ ]@gmail.com

**3**

Preferred Language  
Your district may send some communication in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.  
US English

**4**

Message Preferences  
For each notification type, show you prefer to receive messages by checking Voice, Text (SMS), or Email.  
If the Text (SMS) option is selected, a message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

**5**

Email

PRIMARY EMAIL ADDRESS	EMAIL
Priority	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>
SECONDARY EMAIL ADDRESS	EMAIL

Save