

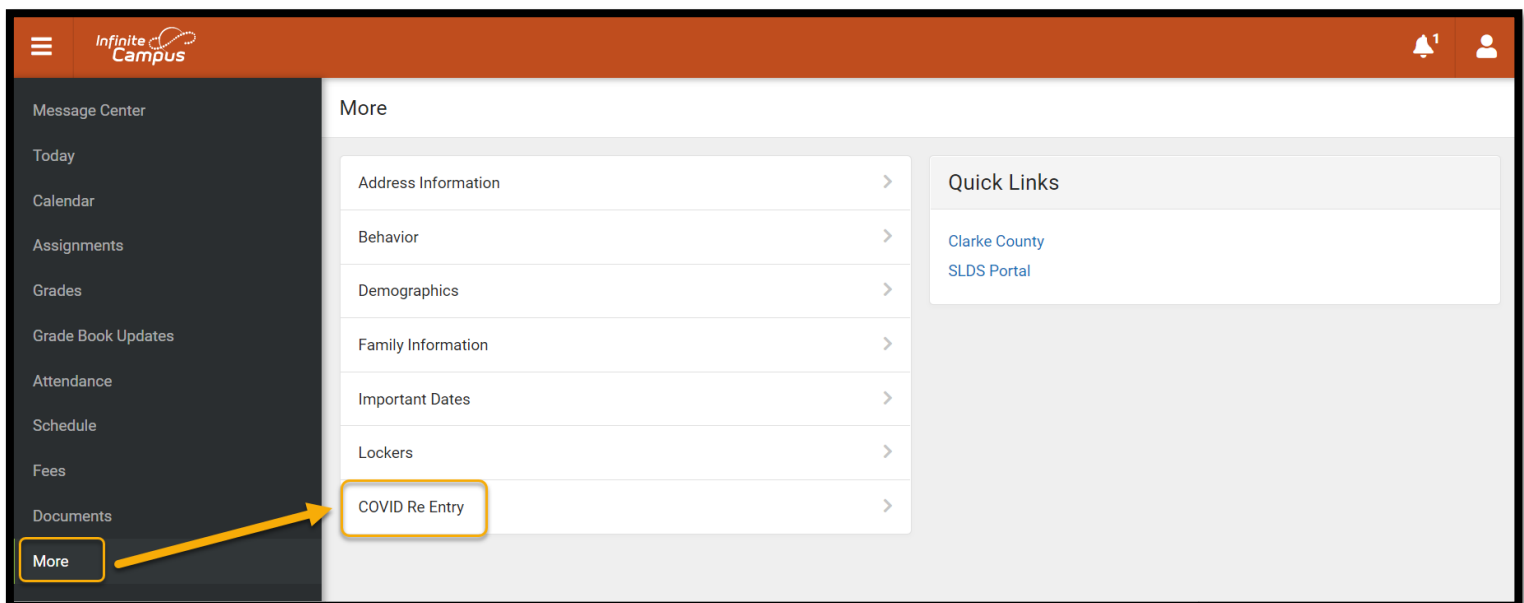


Parent Portal

1. School Re-Entry Registration
2. Updating parent/guardian phone number(s) + email(s) & Messenger Preferences

1. School Re-Entry Registration

- Log into your Parent Portal Account
- Click on “More”
- Click on COVID Re Entry



School Re-Entry Registration Continued

A new window/tab will open called: Learning Choice Selection. If you have more than one student enrolled in grades K-8, they will ALL appear listed in the menu (see image below).

The screenshot shows a form titled "Learning Choice Selection" with three student entries:

- Student 1 - Middle**:
 - * Learning Option: Select One (dropdown menu open showing "Return Face-to-Face" and "Continue Virtual")
 - * CCSD Transportation Required: Select One (dropdown menu open showing "Yes" and "No")
- Student 2 - Elementary**:
 - * Learning Option: Select One
 - * CCSD Transportation Required: Select One
- Student 3 - Elementary**:
 - * Learning Option: Select One
 - * CCSD Transportation Required: Select One

At the bottom left, there is a "Save" button. An arrow points from a text box containing "click **SAVE**" to the "Save" button.

You will see a pop-up window appear on the screen to verify a successful submission. You can proceed to close window/tab.



2. Updating parent/guardian phone number(s), email(s), & Messenger Preferences

- Click on User Menu
- Settings
- Contact Preferences



< Back

Contact Preferences

Cell Phone
(706) [redacted]

Work Phone
() - - x

Other Phone
() - - x

Email Address
[redacted]@gmail.com

Secondary Email Address
user@example.com

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

Message Preferences

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

If the Text (SMS) option is enabled, 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.

Phone | Email

PHONE	VOICE	TEXT (SMS)	EMAIL
(706)612-[redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Priority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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:
(A) PHONE tab –displayed are the contact phone numbers the district currently has. Parent can check/uncheck any option for Voice Messages and Text (SMS). ***The TEXT (SMS) option can ONLY be enabled by parent as message and data rates may apply by carrier.***

Updating Message Preferences Continued

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

If the Text (SMS) option is enabled, 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 for any phone.

4B (B) EMAIL tab. Parent can to check/uncheck any options for the emails listed.

PRIMARY EMAIL ADDRESS	EMAIL
██████████@GMAIL.COM	<input checked="" type="checkbox"/>
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"/>

5. Save.

Make sure your Notifications are turned ON.

Here's how: User Menu > Settings > Notification Settings > Select options > Save.