

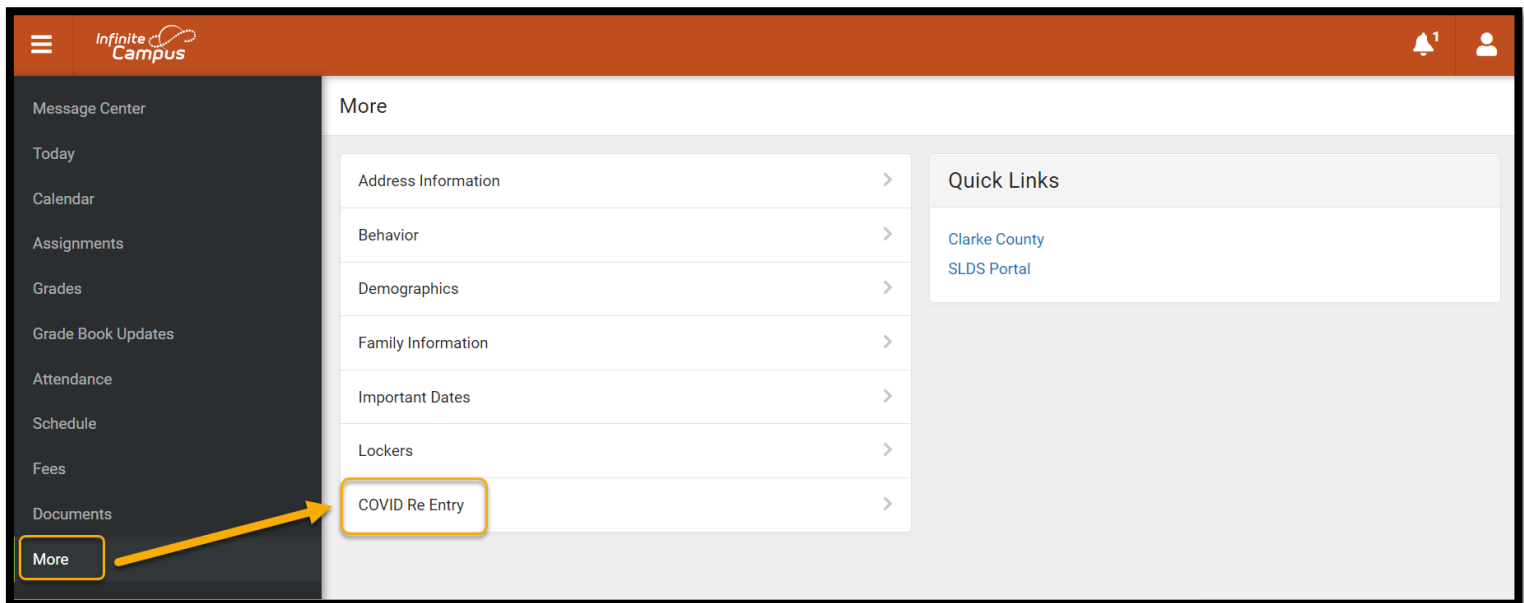


Parent Portal

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).

Learning Choice Selection

Student 1 - Middle

- * Learning Option: Select One (Dropdown menu open showing: Select One, Return Face-to-Face, Continue Virtual)
- * CCSD Transportation Required: Select One (Dropdown menu open showing: Select One, Yes, 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

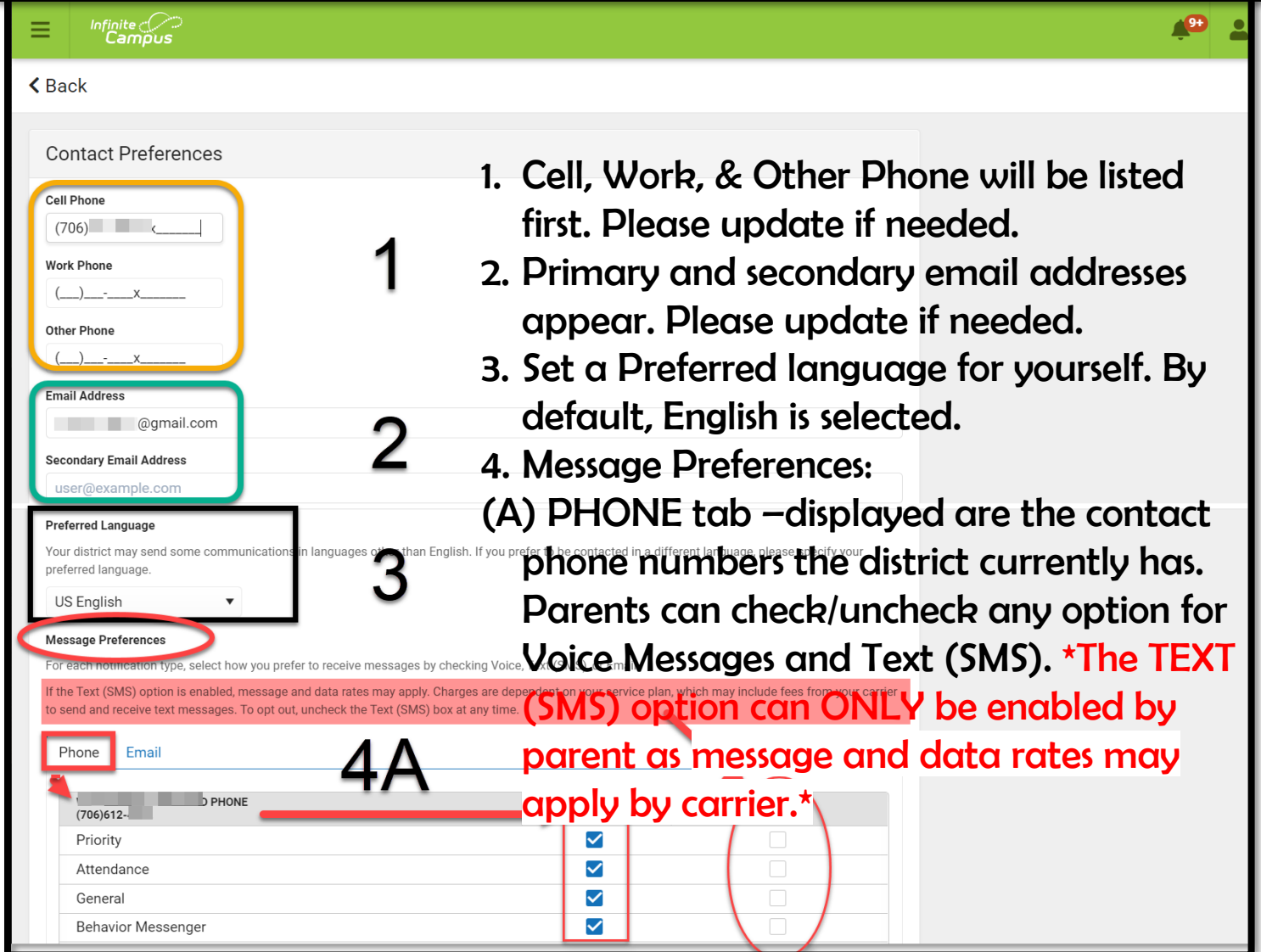
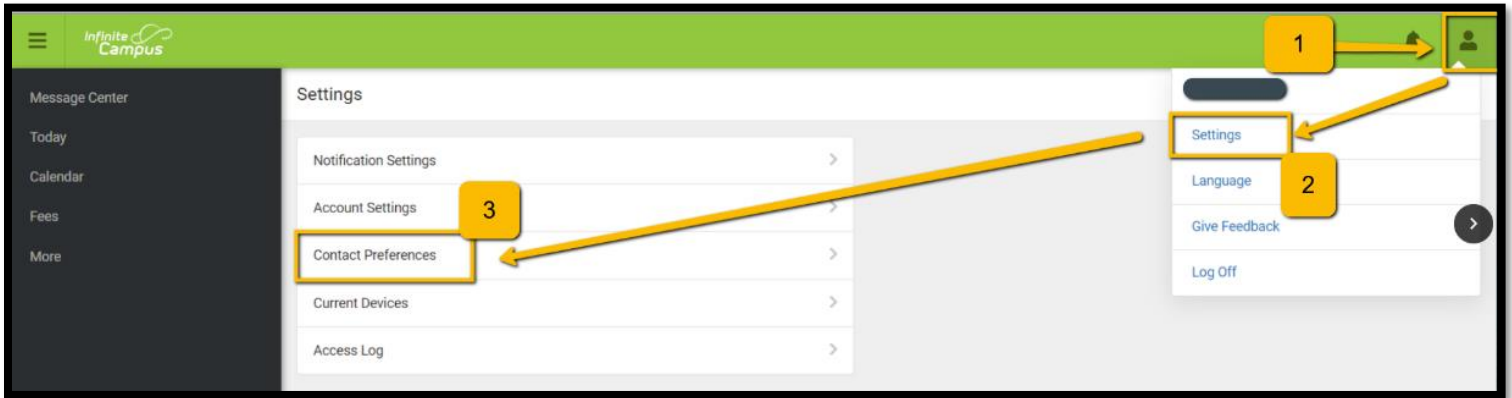
Save (button) | click **SAVE** (text)

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



2.

- Click on User Menu
- Settings
- Contact Preferences



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 one.

Phone Email

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

PRIMARY EMAIL ADDRESS [REDACTED]@GMAIL.COM	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"/>

5 **5. Save.**

Save

Make sure your Notifications are turned ON.

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

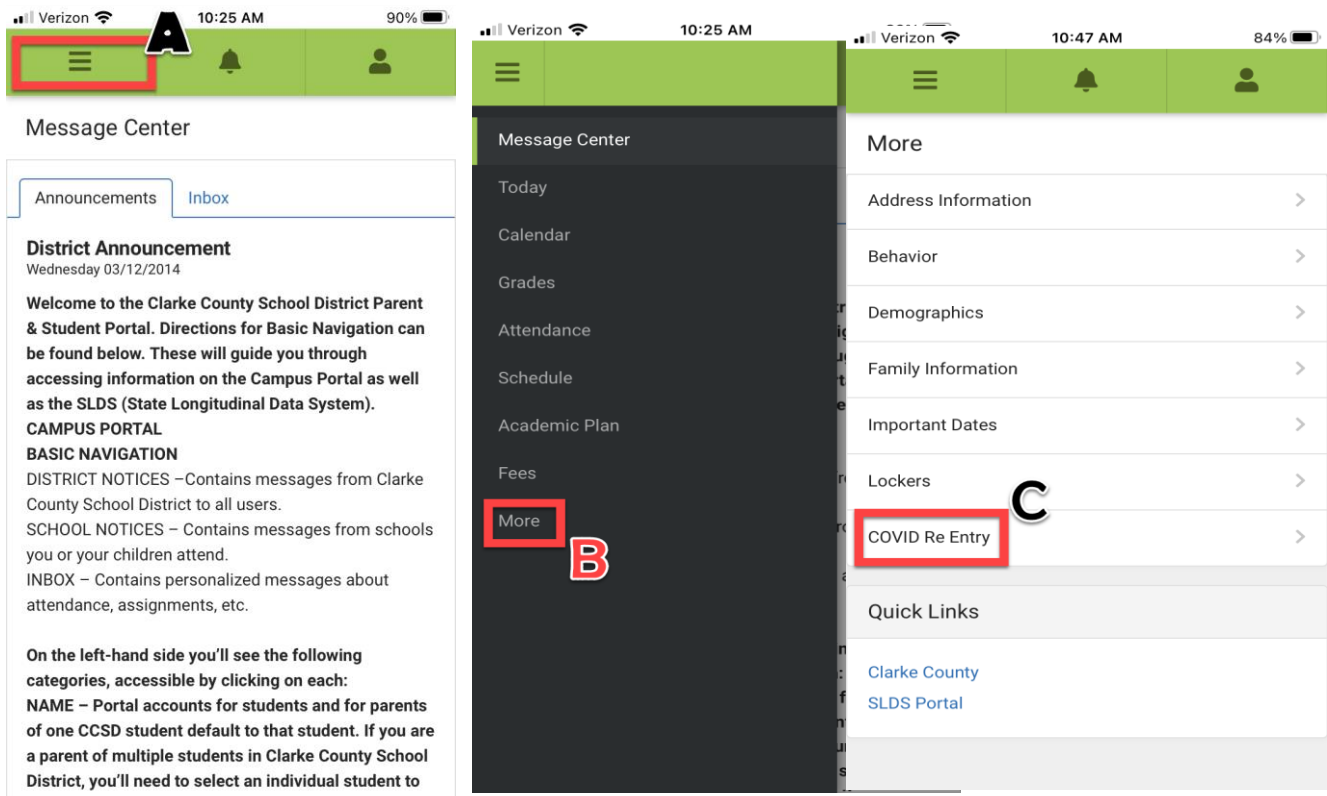
Parent Portal Phone App

On Your Mobile Device

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

1. School Re-Entry Registration

- Click on the Parent Portal Icon on your phone
- Click on the hamburger icon
- 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).

Parent 10:48 AM 84%

AA campus.clarke.k12.ga.us

Learning Choice Selection

Student 1 - Middle

* Learning Option
Select One
Return Face-to-Face
Continue Virtual

* CCSD Transportation Required
Select One
Yes
No

Student 2 - Elementary

* Learning Option
Return Face-to-Face

* CCSD Transportation Required
No

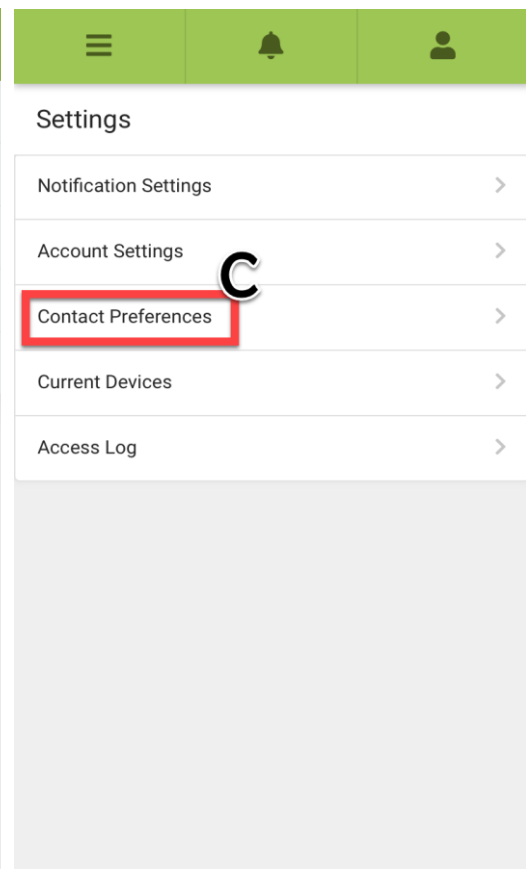
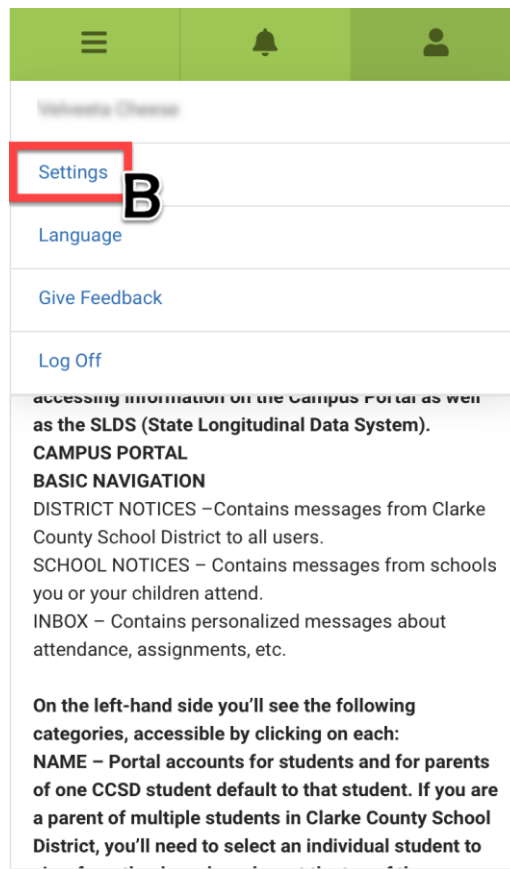
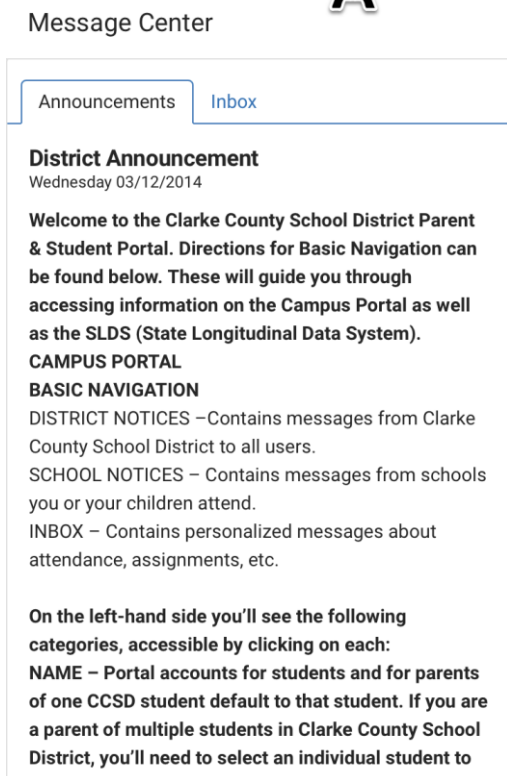
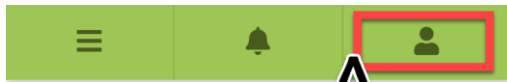
Save Click SAVE

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)

Work Phone

() - x

Other Phone

() - x

Email Address

_____@gmail.com

Secondary Email Address

user@example.com

Preferred Language

3 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, to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

Phone Email

Email

	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" 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. Parents 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 the appropriate box. 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 all times.

Phone **Email**

PRIMARY EMAIL ADDRESS	EMAIL
██████████@GMAIL.COM	
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"/>

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

5 5. SAVE

Save