Parent Portal

Updating parent/guardian phone number(s) + email(s) & Messenger Preferences

Via Website: Click on User Menu > Settings > 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:

(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 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

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

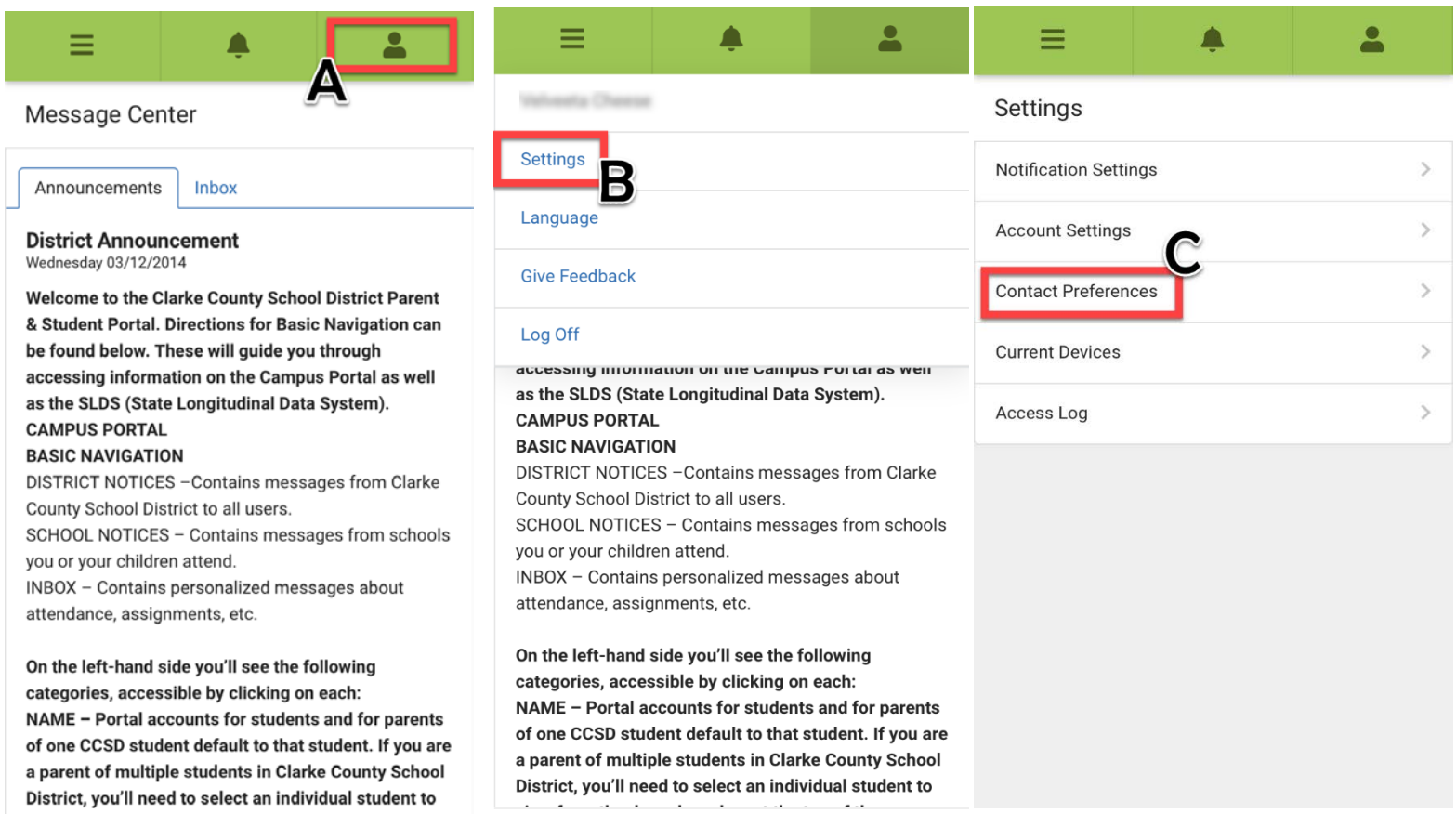| PRIMARY EMAIL ADDRESS @GMAIL.COM	EMAIL
Priority	☑
Attendance	☑
General	☑
Teacher	☑
Behavior Messenger	☑
Emergency	☑

Save **5** 5. 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) & Messenger Preferences

Via Phone: Click on User Menu > Settings > 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:

(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.*

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

5. SAVE