

# SchoolMessenger

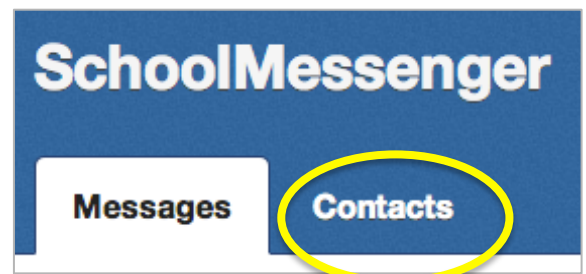
## Setting your Preferences

Log in your PowerSchool Parent Portal Account. (If you have not created your account, contact your student's school for the Parent Portal letter, which includes directions on setting up the account. You will need a login information for each student.)

Locate the SchoolMessenger link on the left side menu under "Navigation."



Select "Contacts" to set your preferences.



All students linked to your Parent Portal account will be listed under "Contacts." Select the "Edit" button to edit your preferences.

Contacts			
First Name	Last Name	ID#	Actions
George	Washington	112233	 Edit

Your SchoolMessenger account will be pre--loaded with all phone numbers and email addresses from your student's data in PowerSchool. Please allow 24 hours after you have created your Parent Portal account to view the pre--loaded data.

Add and/or delete phone numbers and email addresses.

Choose your preferences for contact by a phone call, email and SMS (text message).

Please make sure ALL these boxes are checked beside the phone numbers you add.

These boxes are optional.

Phone	Non-school Hours Emergency	School Hours Emergency	Attendance	General	Survey
(336)555-1212	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(336)555-1313	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(336)555-1414	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email					
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMS					
SMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Save To All Contacts

Check the box "Save To All Contacts" to copy your preferences to all your linked students. Save your changes.

Return to your account at any time to make changes to your preferences.