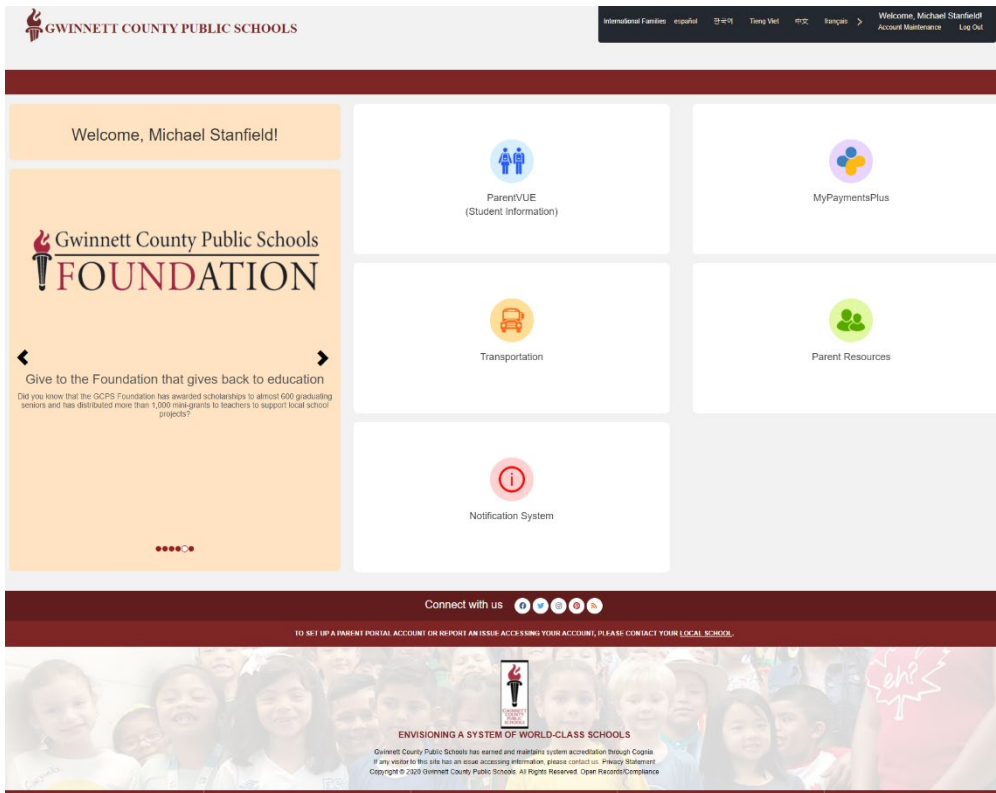


# NOT GETTING CALLS OR EMAILS?

## SCHOOL MESSENGER NOTIFICATION PREFERENCES

Step 1: Log into the Parent Portal and click on Notification System



Step 2: Once the image flips, click on School Messenger



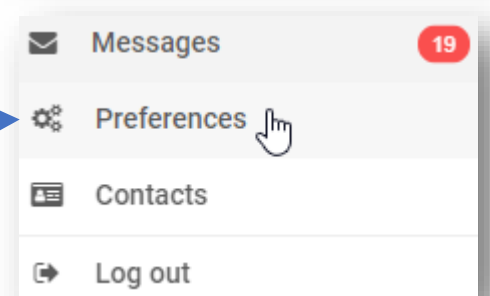
Step 3: At the login screen, log in with your Parent Portal login information

Once you are logged in, you are looking at a screen that shows ALL communication for the year that have been sent.

Step 4: Click the pancake menu in the top left



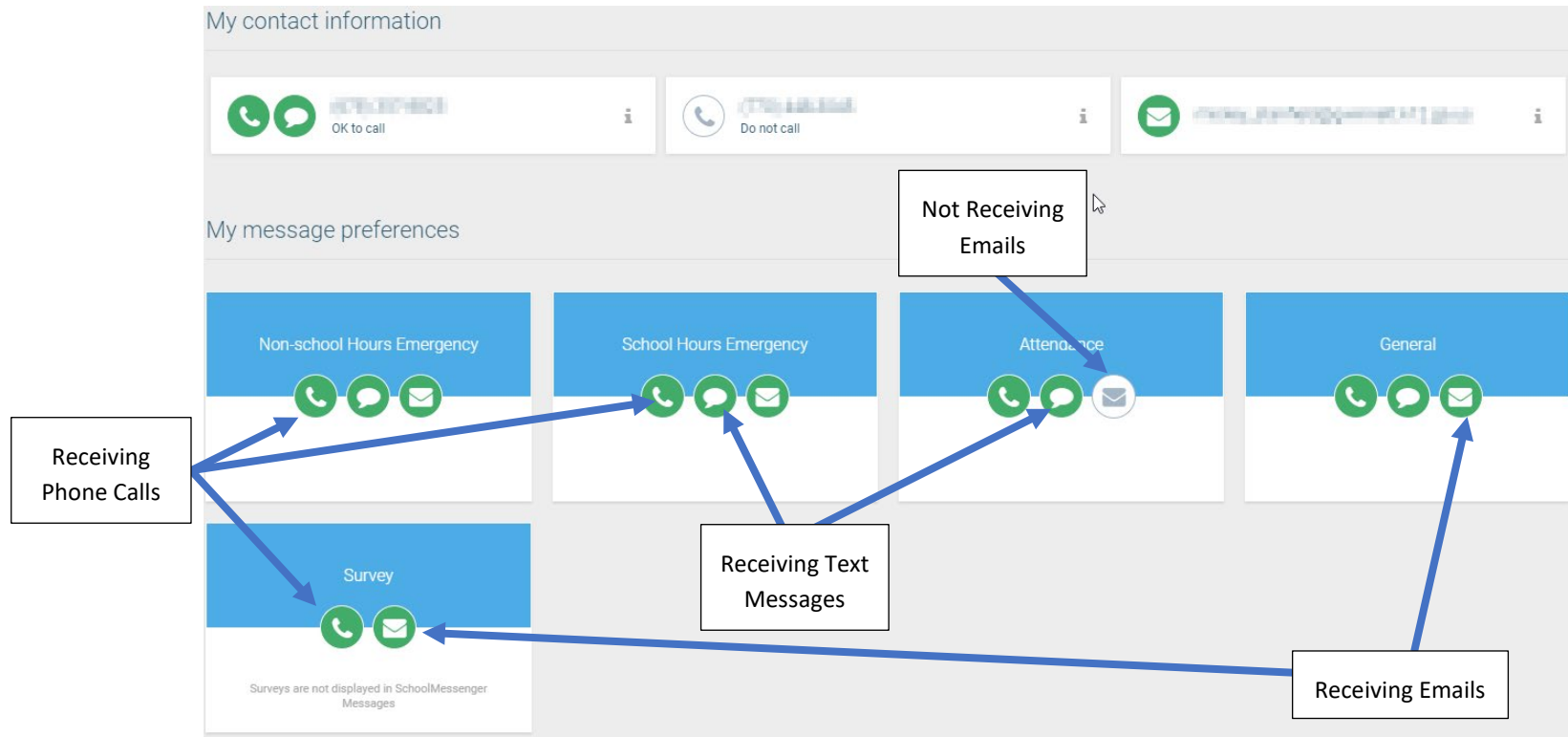
Step 5: Click "Preferences"



Step 6: Check your numbers and email to be sure they are right. Wrong numbers & email addresses must be corrected at the school



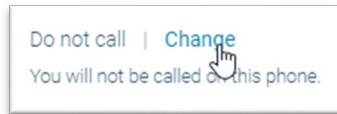
## WHAT YOU ARE RECEIVING



## MAKING CHANGES

To make changes, click on the number you wish to change, then

- To make it active or inactive, select "Change" and make the change.
- To change the types of calls/emails received on that line, add or remove the green circles with check marks



Non-school Hours Emergency	School Hours Emergency	Attendance	General
<input checked="" type="checkbox"/> Call me <input checked="" type="checkbox"/> Send text	<input checked="" type="checkbox"/> Call me <input checked="" type="checkbox"/> Send text	<input checked="" type="checkbox"/> Call me <input checked="" type="checkbox"/> Send text	<input checked="" type="checkbox"/> Call me <input checked="" type="checkbox"/> Send text