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

My contact information

- Phone Calls
- Text Messages
- Emails

My message preferences

- Non-school Hours Emergency
- School Hours Emergency
- Attendance
- General

Receiving
- Phone Calls
- Text Messages
- Emails

Not Receiving
- Emails

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