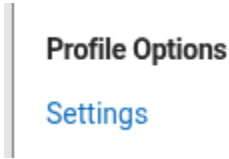


Notifications and How to Change Preferences

1) Login to Parent Portal	*Use the link to route you to the portal
2) Click the person icon in the top right corner	
3) Click Settings	
4) Click Contact Preferences	
5) Choose which number you would like to have contacted	*This could be your work phone/cell phone/home phone
6) You can also click the email button next to phone	*This will allow you to receive email notifications in addition to voice/text
7) You will then have the option to choose which kinds of messages you would like to receive.	Examples: -Emergency -High Priority -Attendance -Behavior -General

It is suggested that when you are choosing your preferences, that you choose text and email for Emergency Notifications only. You will receive these notifications much quicker. This doesn't mean that you won't receive a phone call from the school; it just means you won't receive a call during a district-wide event. You would instead receive a text and email notification right away.

If you choose to be notified by voice and text:



If you answer the phone call and press 0 to confirm you received the message, you will NOT receive a text.

If you do not answer the call, you WILL receive a text message.