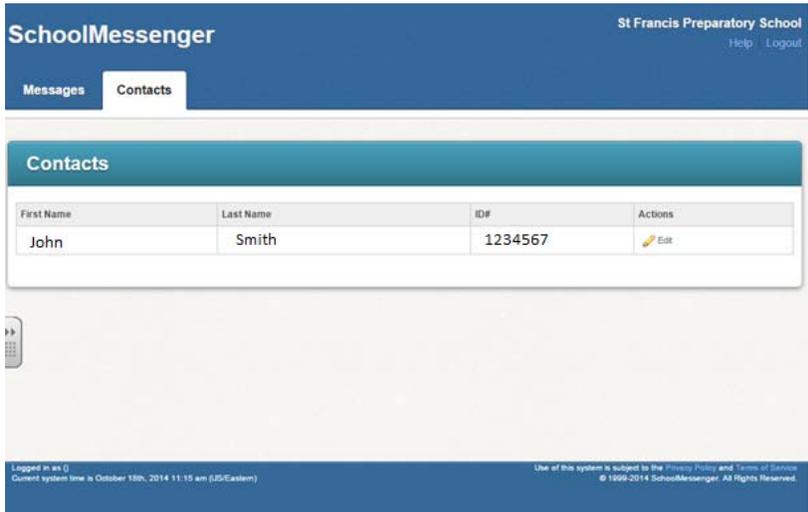


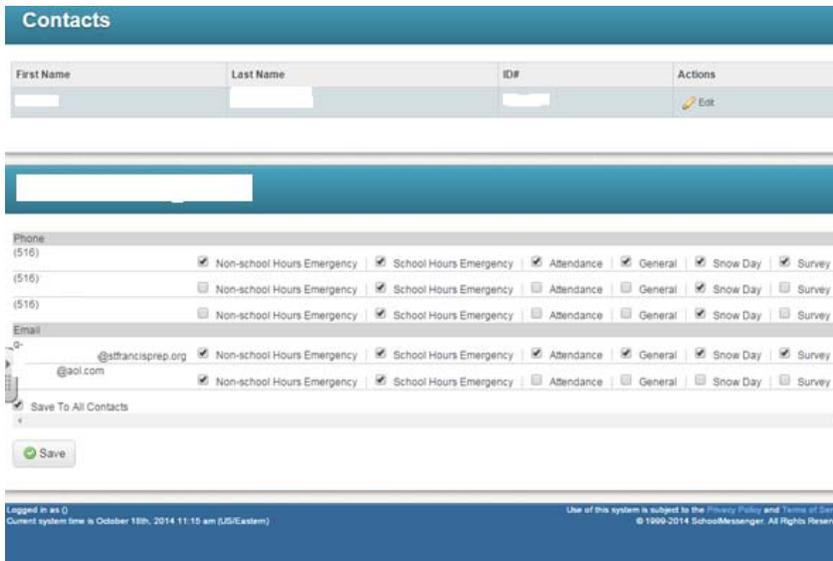
## How to Set Up SchoolMessenger

When you log into your Parent Portal account, you will see a selection on the left side labeled “SchoolMessenger” (this does NOT appear on the Student Portal, only the Parent Portal).

Clicking on that selection takes you to the SchoolMessenger screen.



On the right of each contact name, under Actions, click Edit. This will open the Preferences screen.



This lists the first three phone numbers and the first two email addresses we have on file for you. You can now select how you want to receive different types of messages. For instance, if you want to receive Snow Day calls on your home phone, but not your cell phones, click on the appropriate boxes and then click the Save button.