UPDATING SECURE DOCUMENT & EMERGENCY CONTACT INFORMATION IN PARENT PORTAL / SCHOOL MESSENGER

From Parent Portal, launch School Messenger (either at the bottom left Icon, or top right "go to" Icon)

Choose the Icon:

Then choose Preferences.

For Secure Document: Under the "My Contact Information" area, on the far right, choose "Add more", and then choose "Add an email address".

Add the email address to your account and save.

BE SURE TO CHOOSE **YES** TO "SET YOUR MESSAGE PREFERENCES".

School Messenger automatically <u>checks all boxes for new information</u>. You must **UNCLICK** the boxes for school hours emergency, non-school hours emergency, general, etc., and **ONLY** keep the Secure Document box checked.

Save your Message Preferences.

<u>PARENTS, PLEASE NOTE:</u>
You can also add emergency contacts in this section. However, please note that if you add a relative/neighbor to your **<u>Non-School Hours</u> emergency contacts,** <u>THEY WILL RECEIVE EARLY MORNING SNOW DAY CALLS</u>. Please be mindful of under what circumstances your emergency contacts will be notified.