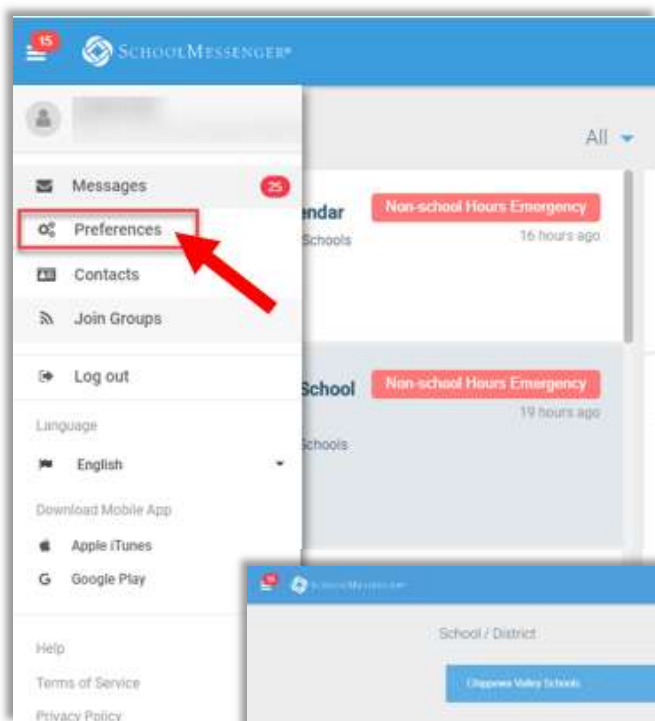
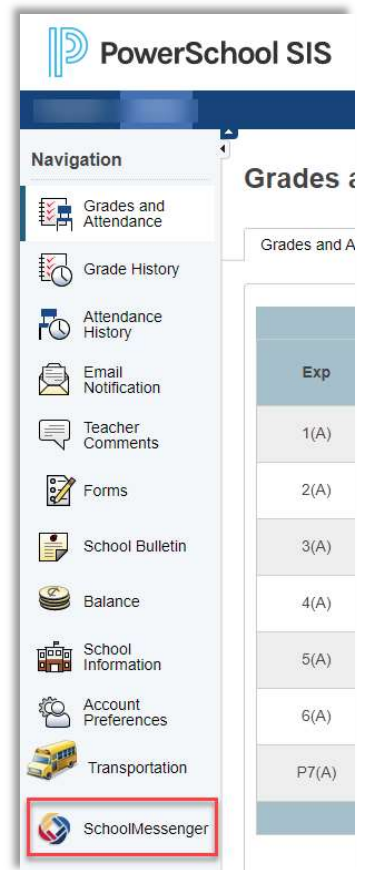


## Parent Portal – Accessing SchoolMessenger Preferences

- SchoolMessenger is our district system for sending out alerts such as school closures, links to important documents and updates on what is happening in the district.
- School Messenger Preferences are also accessed through Parent Portal.
  - Click SchoolMessenger on your Navigation Menu
  - A new tab will open and take you to the SchoolMessenger dashboard.



### SchoolMessenger Preferences

- Click the three lines in the top left corner and then click on preferences to be taken to your contact information area.
- You can add additional numbers and email addresses that you would like to receive messages from SchoolMessenger.
- For each contact you can establish what type of messaging is preferred.

