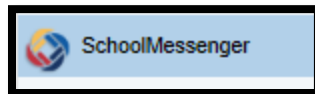


# Choosing Notifications for School Messenger

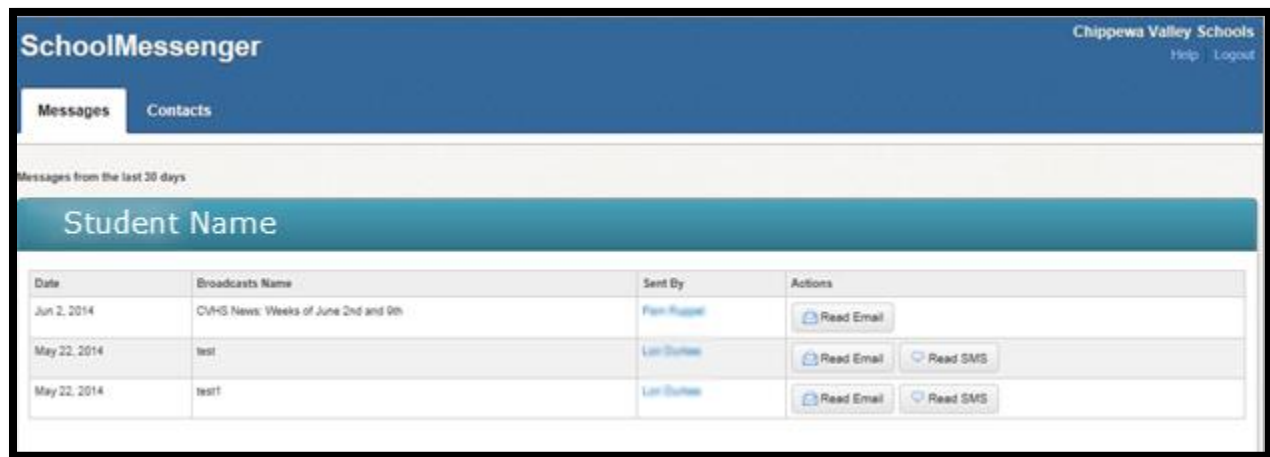
School Messenger allows you to receive phone, email and text notifications from your child's school. You can select which of these notifications to receive and which format(s) you prefer. These settings are managed through the Parent Portal.

## To change your School Messenger Settings:

1. Log into the Parent Portal.
  - a. If you do not have a Parent Portal account you can access directions for setting one up at [www.chippewavalleyschools.org](http://www.chippewavalleyschools.org) under the For Parents page and then choose Parent Portal help.
2. Click on School Messenger Link at the bottom right of your parent portal page.



3. The following page will appear:

The screenshot shows the SchoolMessenger web interface. At the top, there's a blue header with "SchoolMessenger" on the left and "Chippewa Valley Schools" with "Help" and "Logout" links on the right. Below the header, there are two tabs: "Messages" (selected) and "Contacts". A sub-header reads "Messages from the last 30 days". Below this is a table with a teal header "Student Name". The table has four columns: "Date", "Broadcasts Name", "Sent By", and "Actions".


Date	Broadcasts Name	Sent By	Actions
Jun 2, 2014	CVHS News: Weeks of June 2nd and 9th	Pam Ruppel	<a href="#">Read Email</a>
May 22, 2014	test	Lon Surles	<a href="#">Read Email</a> <a href="#">Read SMS</a>
May 22, 2014	test1	Lon Surles	<a href="#">Read Email</a> <a href="#">Read SMS</a>

All messages within the last 30 days appear on this page

4. Click on Contacts and the following will appear

SchoolMessenger Chippewa Valley Schools  
Messages **Contacts**

Contacts

First Name	Last Name	ID#	Actions
Joe	Smith	134567890	

Click Edit to change message settings

5. Students will appear here. Click on edit to change contact information.
- You can add one number for text messages (SMS).
  - You can add up to 5 email addresses.
  - The 5 main phone numbers come from PowerSchool. If the numbers you want to include are not listed please contact the building to update your phone numbers.

phone

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

Phone  ☐ Non-school Hours Emergency ☐ School Hours Emergency ☐ Attendance ☐ General ☐ Survey

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

Phone  ☐ Non-school Hours Emergency ☐ School Hours Emergency ☐ Attendance ☐ General ☐ Survey

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Phone  ☐ Non-school Hours Emergency ☐ School Hours Emergency ☐ Attendance ☐ General ☐ Survey

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Phone  ☐ Non-school Hours Emergency ☐ School Hours Emergency ☐ Attendance ☐ General ☐ Survey

mail

☒ Non-school Hours Emergency ☒ School Hours Emergency ☒ Attendance ☒ General ☐ Survey

☒ Non-school Hours Emergency ☐ School Hours Emergency ☐ Attendance ☒ General ☐ Survey

Email  ☐ Non-school Hours Emergency ☐ School Hours Emergency ☐ Attendance ☐ General ☐ Survey

Email  ☐ Non-school Hours Emergency ☐ School Hours Emergency ☐ Attendance ☐ General ☐ Survey

Email  ☐ Non-school Hours Emergency ☐ School Hours Emergency ☐ Attendance ☐ General ☐ Survey

MS

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

Save To All Contacts

Save

Enter phone numbers for School Messenger contacts and choose message types for each number on this page.

You can choose to receive phone, email and / or SMS text messages at each number you include.