**UPDATING SECURE DOCUMENT 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.

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

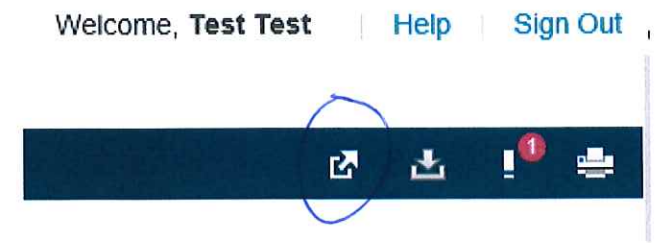
Add the email address to your account and save.

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

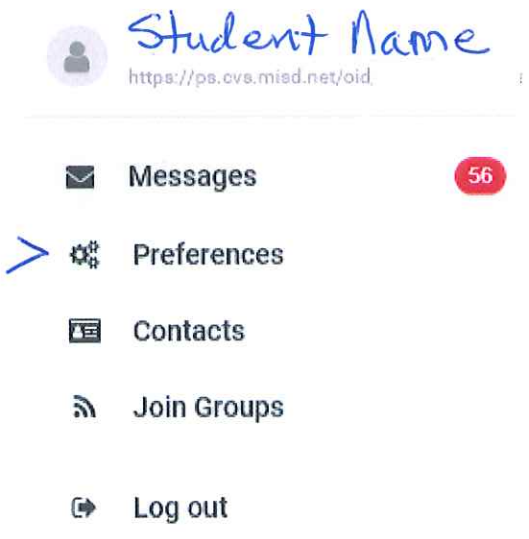
School Messenger automatically checks all boxes for new information. You must **UNCLICK** the boxes for school hours emergency, non-school hours emergency, general, etc., and **ONLY** keep the Secure Document box checked.

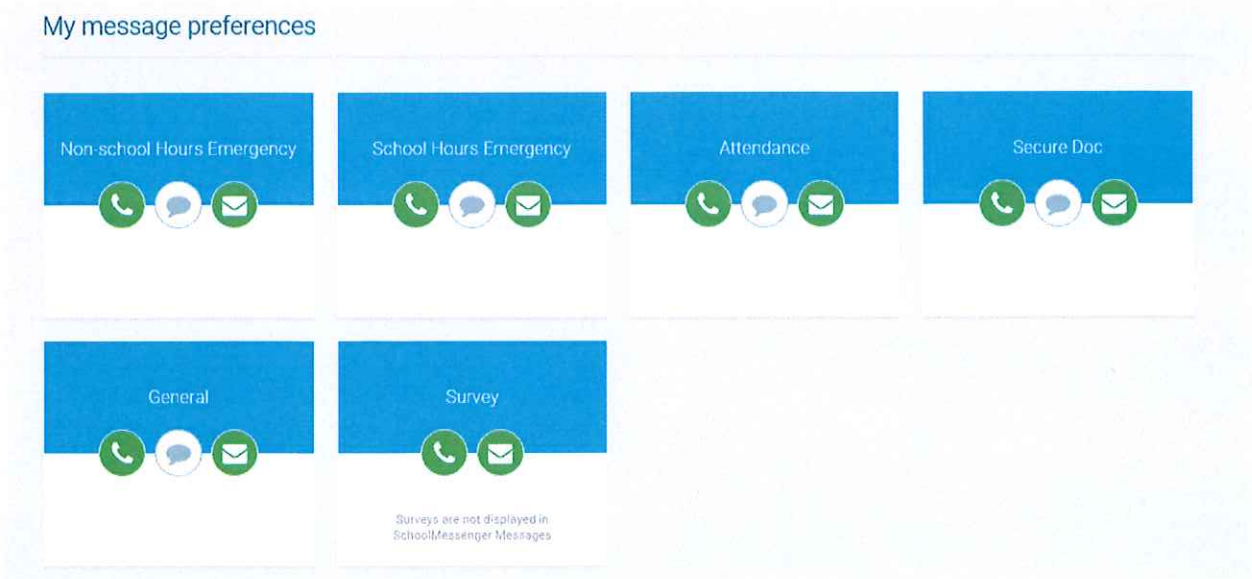
Save your Message Preferences.

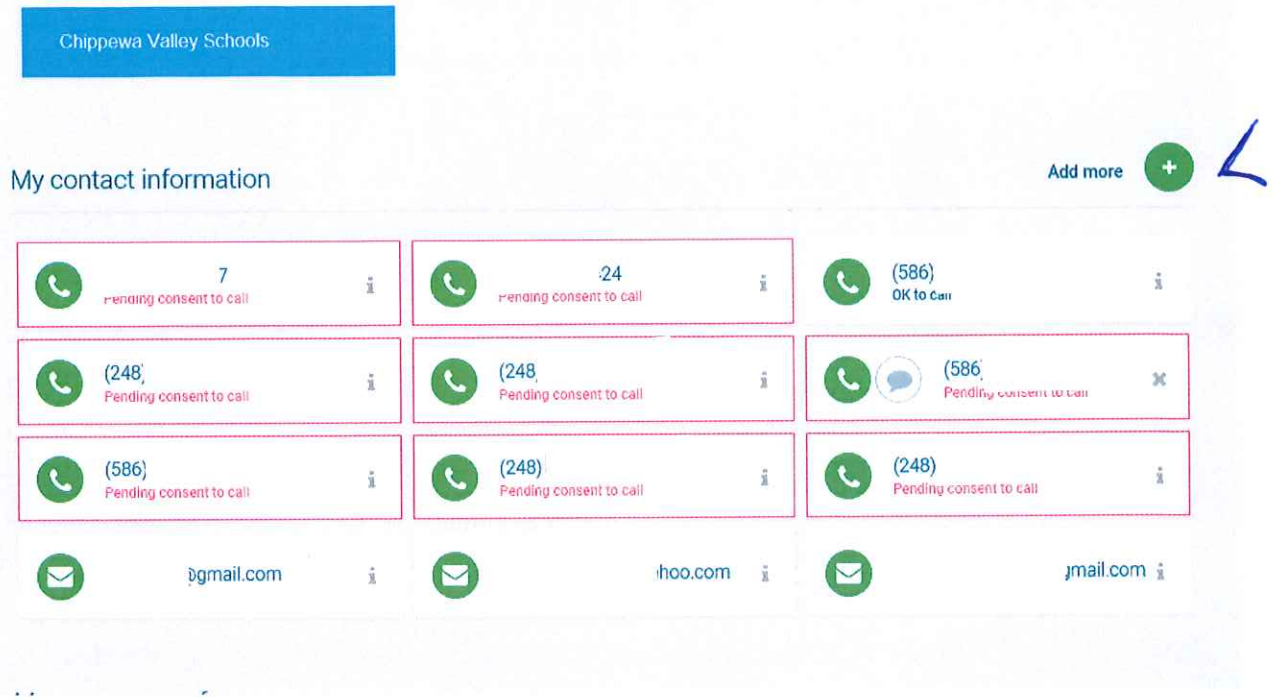
Launch School Messenger

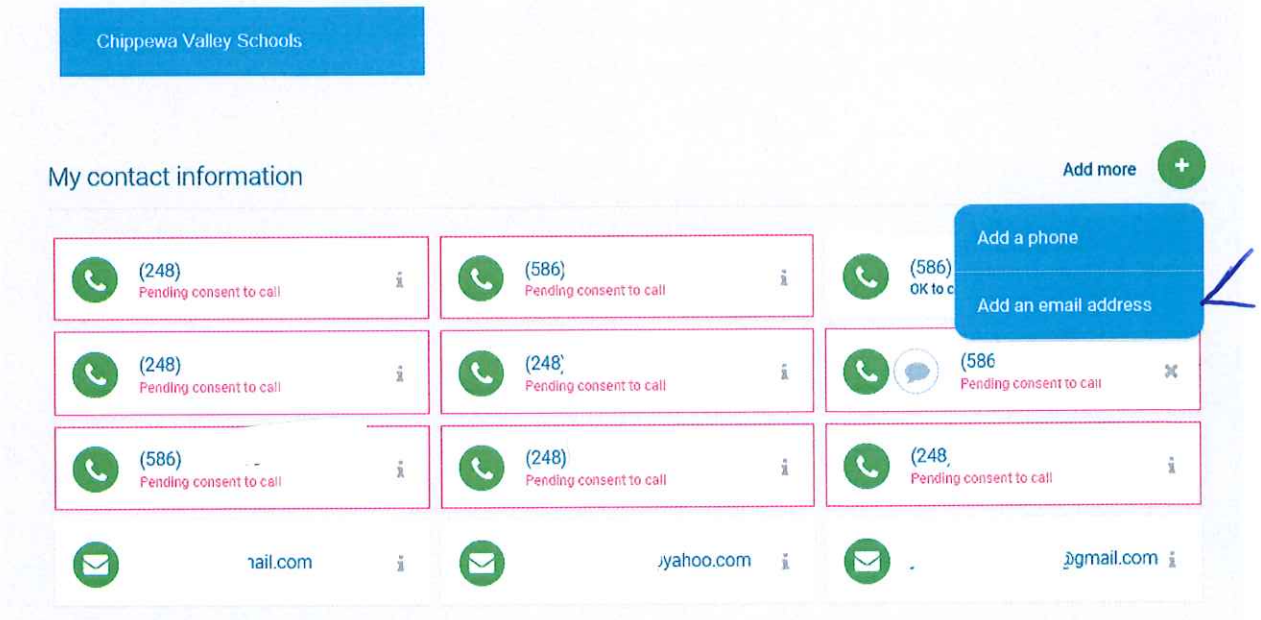

Welcome, Test Test
Help
Sign Out
1

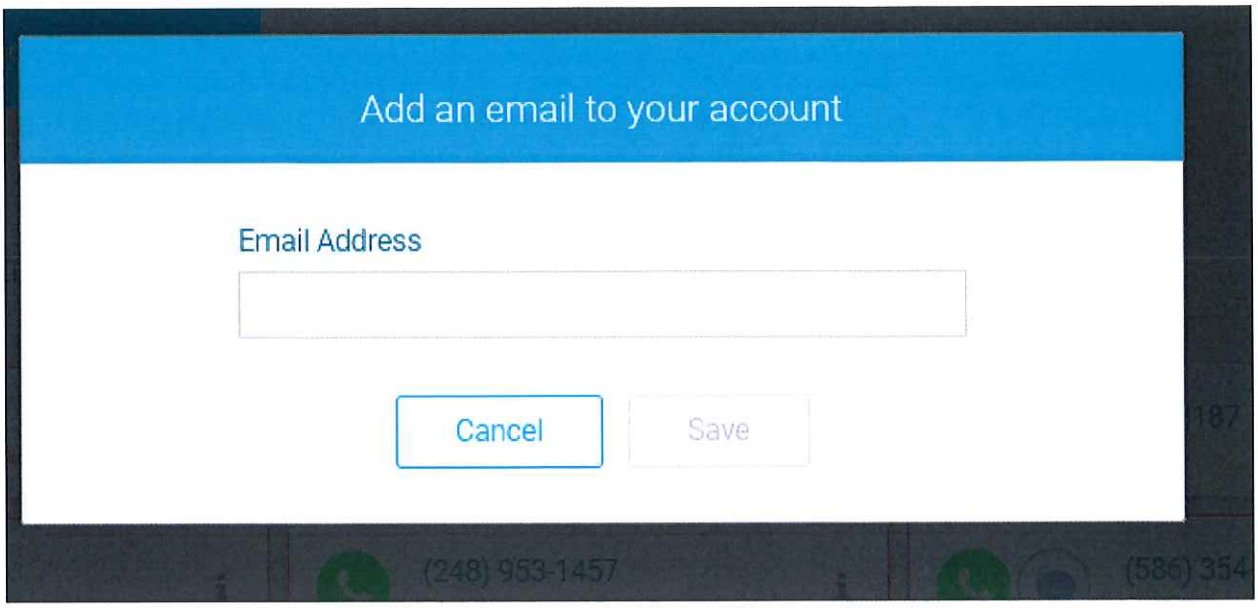
56
SCHOOLMESSENGER®

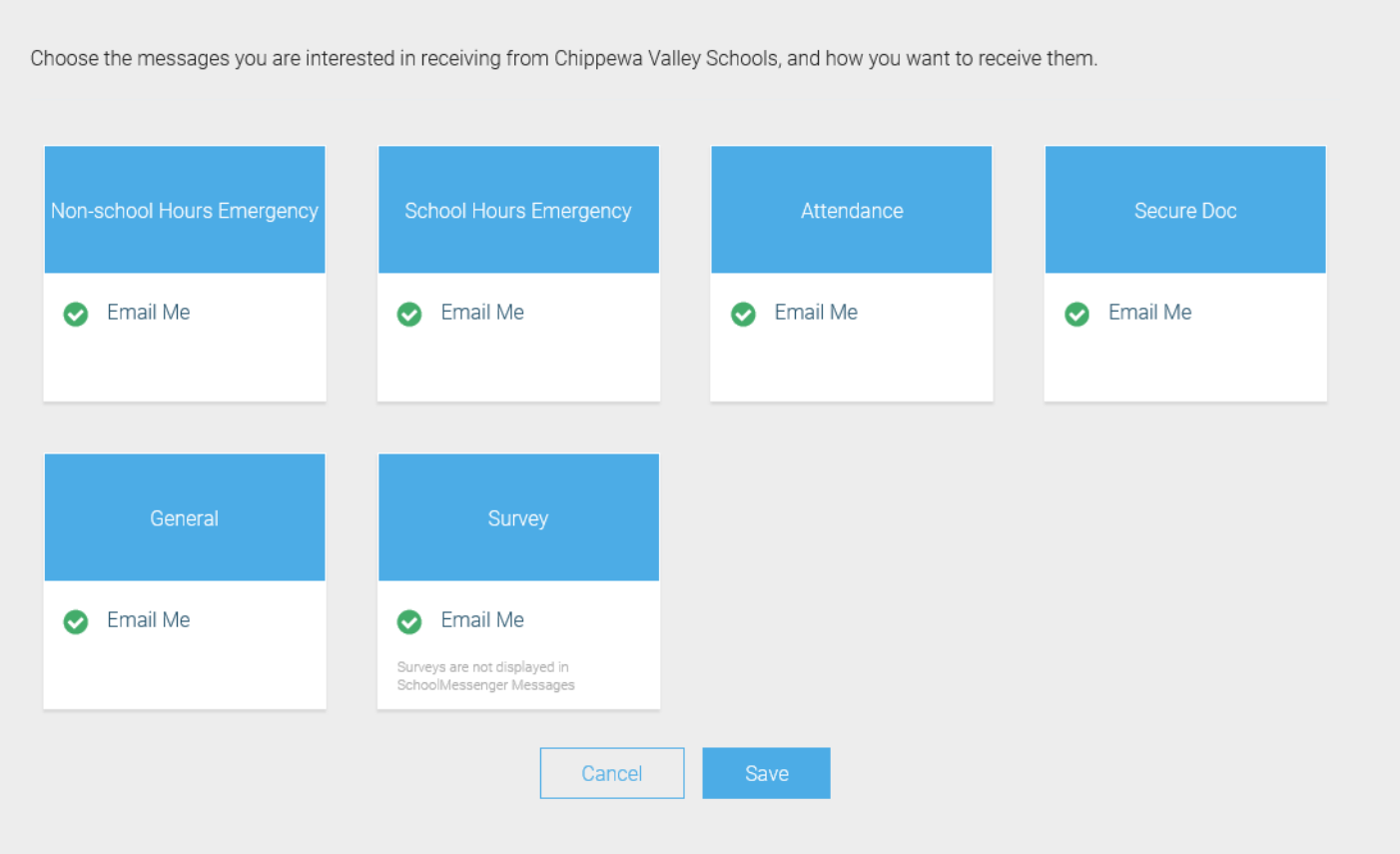

Student Name
https://ps.cvs.misd.net/oid
Messages
56
Preferences
Contacts
Join Groups
Log out


My message preferences
Non-school Hours Emergency
School Hours Emergency
Attendance
Secure Doc
General
Survey
Surveys are not displayed in SchoolMessenger Messages


Chippewa Valley Schools
My contact information
Add more
7
Pending consent to call
24
Pending consent to call
(586)
OK to call
(248)
Pending consent to call
(248)
Pending consent to call
(586)
(586)
Pending consent to call
(248)
Pending consent to call
(248)
Pending consent to call


Chippewa Valley Schools
My contact information
Add more
Add a phone
Add an email address
(248)
Pending consent to call
(586)
Pending consent to call
(586)
(248)
Pending consent to call
(248)
Pending consent to call
(586)
Pending consent to call
(586)
Pending consent to call
(248)
Pending consent to call


Add an email to your account
Email Address
Cancel
Save
(248) 953-1457
(586) 354




**PARENTS PLEASE NOTE:**

If you are entering the email that YOU will be notified through, all the boxes can remain checked. If you are adding a secondary email to receive Secure Documents, BE SURE TO ***UNCHECK ALL BOXES*** EXCEPT THE SECURE DOC BOX.

## Secure Doc

Secure Document

| | |
|---|---|
| (248) | ıding consent to call |
| (586) | ıding consent to call |
| (586) | OK to call |
| (248) | Pending consent to call |
| (248) | Pending consent to call |
| (586) | Pending consent to call |
| (586) | Pending consent to call |
| (248) | Pending consent to call |
| (248) | Pending consent to call |

### Text message

- (586)

### Email

- @gmail.com
- @yahoo.com
- @gmail.com

Cancel Save