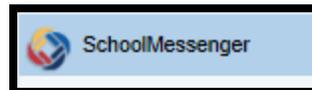


Choosing Notifications for School Messenger

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 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.



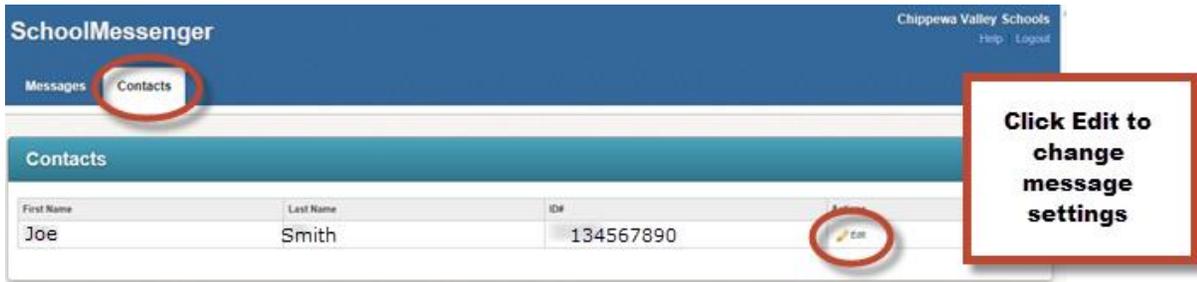
3. The following page will appear:

The screenshot displays the SchoolMessenger web interface. At the top, there is a blue header with the "SchoolMessenger" logo 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". Underneath, it says "Messages from the last 30 days". A teal bar contains the text "Student Name". The main content area features a table with the following data:

Date	Broadcasts Name	Sent By	Actions
Jun 2, 2014	CVHS News: Weeks of June 2nd and 9th	Pat Ruppel	Read Email
May 22, 2014	test	Lee Dunbar	Read Email Read SMS
May 22, 2014	test1	Lee Dunbar	Read Email Read SMS

All messages within the last 30 days appear on this page

4. Click on Contacts and the following will appear



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.

The screenshot shows the contact editing form. It is divided into sections for 'phone', 'mail', and 'MS'. Each section has a 'Save To All Contacts' button and a 'Save' button at the bottom.

Section	Field	Non-school Hours Emergency	School Hours Emergency	Attendance	General	Survey
phone	516-338-8710	<input checked="" type="checkbox"/>				
	Phone	<input type="checkbox"/>				
	516-338-8710	<input checked="" type="checkbox"/>				
	Phone	<input type="checkbox"/>				
	516-338-8710	<input checked="" type="checkbox"/>				
mail	516-338-8710	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	516-338-8710	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Email	<input type="checkbox"/>				
	Email	<input type="checkbox"/>				
	Email	<input type="checkbox"/>				
MS	516-338-8710	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.