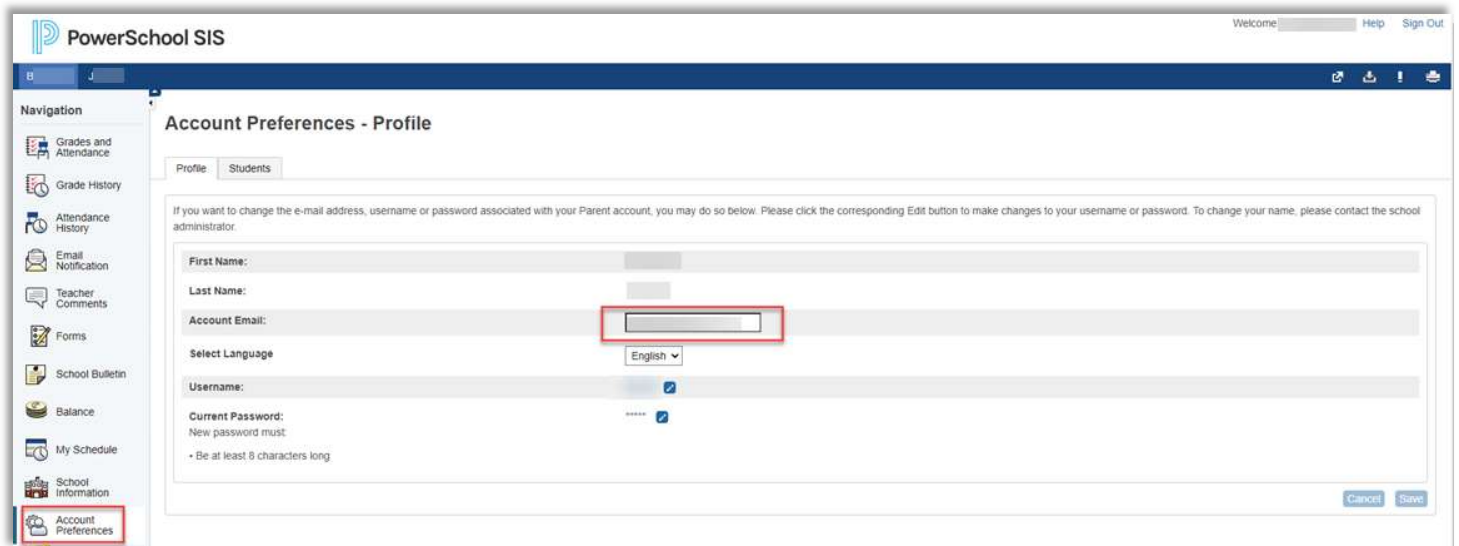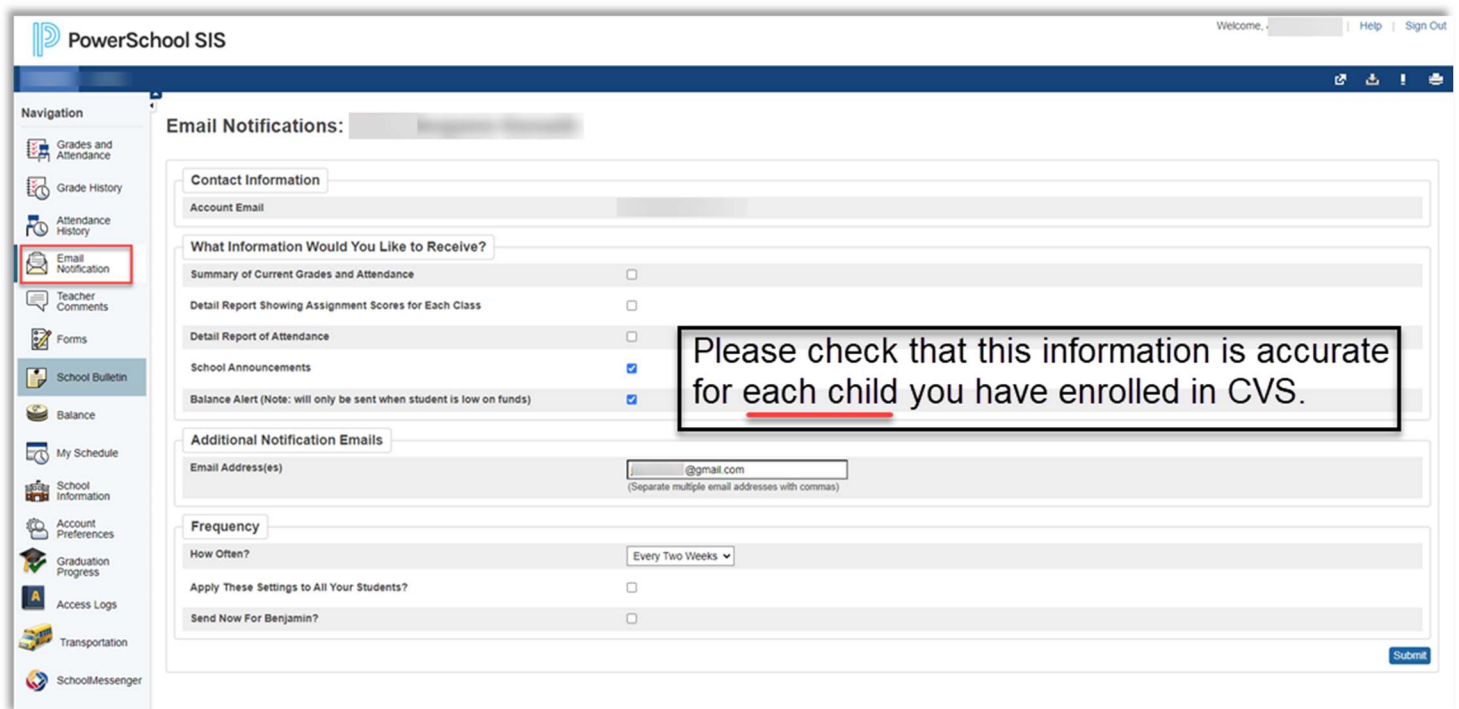## Parent Portal – Establishing Primary Email and Accessing Notification Settings

- Check your contact information listed on your Parent Portal yearly and update as needed.
- To check the email you have on file, in the left column, click the Account Preferences tab.
- Ensure that your account email listed is the main email address you'd like to use.

- Under the Email Notification tab, you can add additional email addresses that you would like to be included on district communications.