

# Parents/Guardians

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# How to Set Message Preferences for SchoolMessenger

**This article will show how to set your message preferences for SchoolMessenger on your Parent Portal.**

1. Login to your parent portal.
2. Select "SchoolMessenger" on the left side menu.

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### Navigation



Grades and Attendance



Graduation Progress



Attendance History



Email Notification



Teacher Comments



Forms



Student Reports



Balance



My Schedule



School Information



Demographic Info



School Bulletin



Transportation Info



Account Preferences



SchoolMessenger



Locker Information

## Grades and

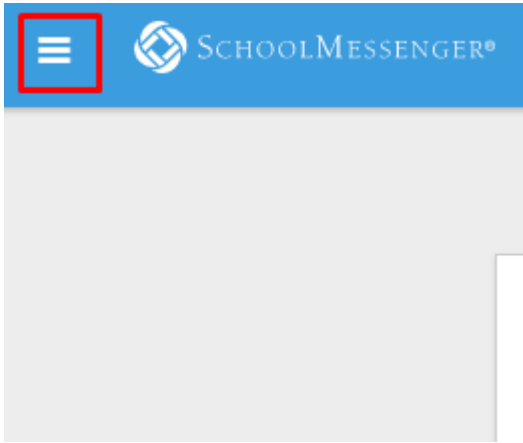
Grades and Attendance

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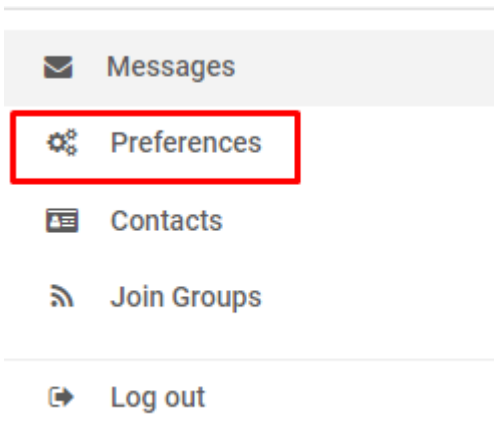
### Legend

Attendance Codes: E  
LE=Left Early | IS=In-S

3. Click the 3 lines to open the menu on the SchoolMessenger site.



4. Click "Preferences".



5. A contact page will appear.

**School/District:** This is the school district associated to your account.

**My Contact Information:** Displays all emails addresses and phone numbers that can be contacted if your school district sends out communication. (Note: The green icon shows that you've given consent to be contacted. They grey icons indicate you've chosen not to be contacted on that number via that message type.)

**My Message Preferences:** Click each message category to view which will be contacted. Contact the school secretary to update these preferences.

## My contact information



(234) 425-2342  
OK to call



(234) 425-1341  
OK to call



morticiaaddams@gmailpo.c

## My message preferences

Emergency



Attendance



General



Survey



Surveys are not displayed in  
SchoolMessenger Messages

# How to Opt-In to Text Message Communication

**This article will show how to opt-in to text message communication.**

1. On the device, start a new text message.
2. Enter **67587** in the "To".
3. Enter **Y** or **Yes** in the message.
4. Click Send.

Note: The cell phone number must also be associated to the student account in PowerSchool in order to receive text messages.



**Not getting  
School Messenger  
text message**

#### **Text Message Opt-in**

In order to receive text messages you must opt-in by texting a "Y" or "Yes" to 67587 from the device receiving the text messages. The cell phone number must also be properly associated with your student's account in our Student Information System in order to receive text messages.