

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

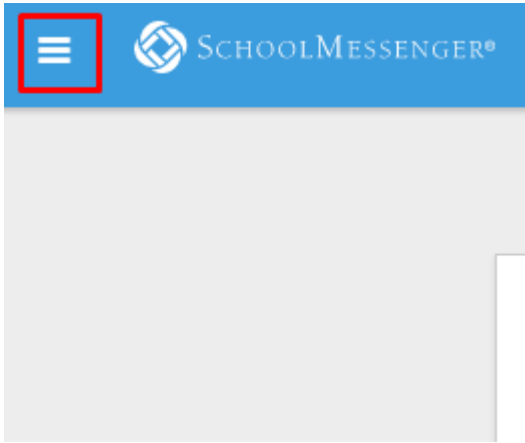
Grades and Attendance

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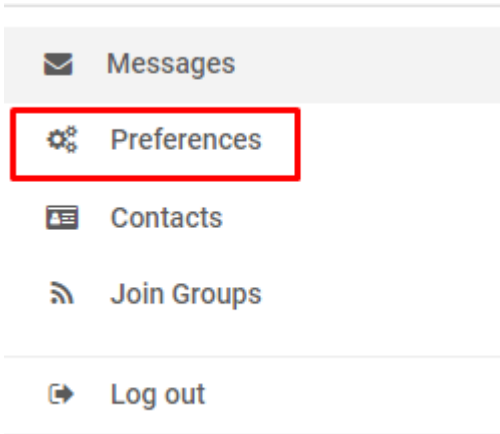
Legend

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

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



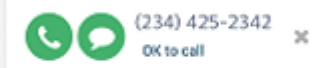
4. Click "Preferences".



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



My message preferences



Surveys are not displayed in
SchoolMessenger Messages

Revision #6

Created 8 February 2022 15:29:22 by Brittany Hice

Updated 2 February 2023 19:29:04 by Brittany Hice