

# 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.

Roman

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SchoolMessenger



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## Grades and

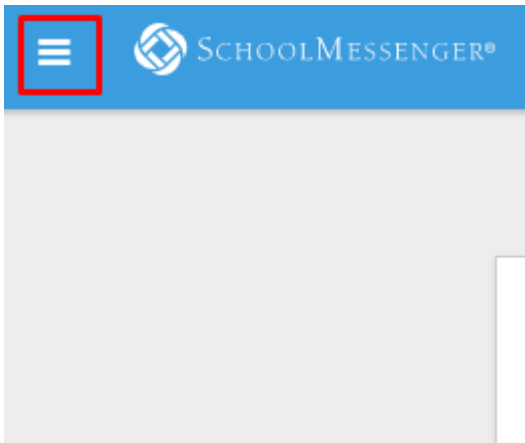
Grades and Attendance

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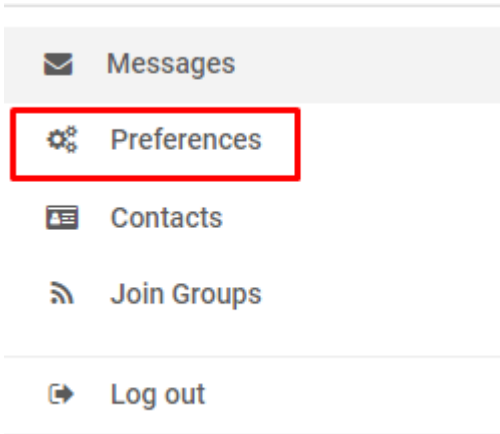
### Legend

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@gmail.com

### My message preferences




Emergency






Attendance



General



Survey



Surveys are not displayed in SchoolMessenger Messages

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