

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

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 Attendance

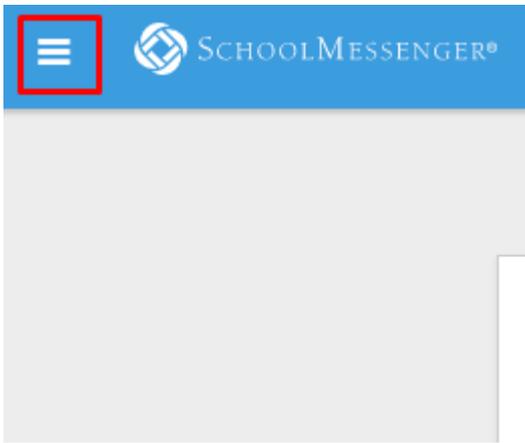
Grades and Attendance

Exp
PM(M-F)

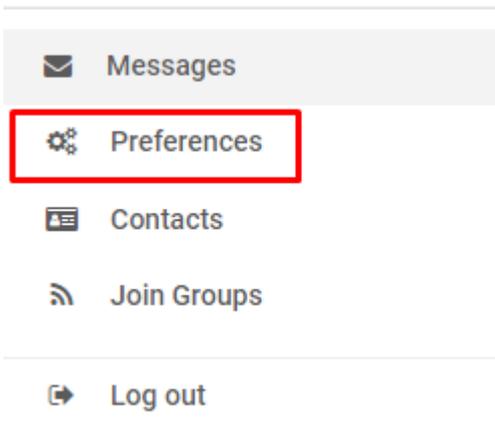
Legend

Attendance Codes: 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

Revision #6

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

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