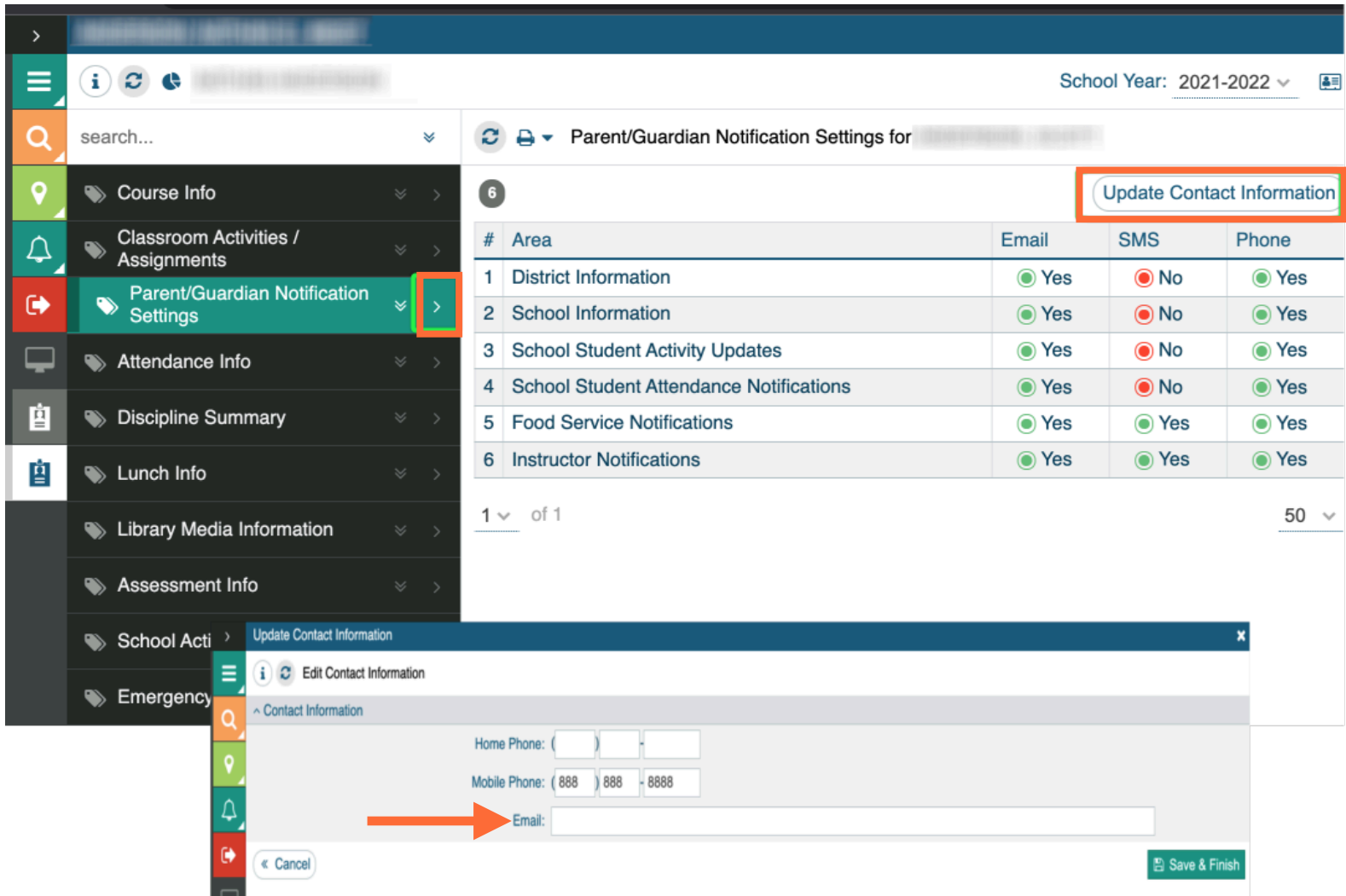
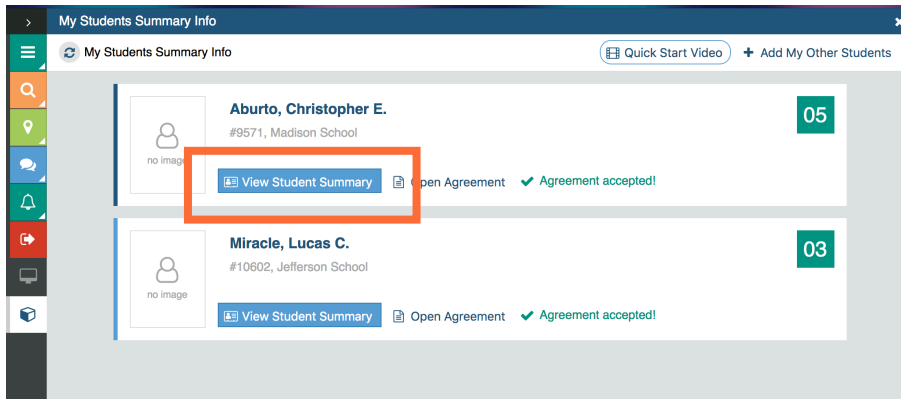


Adding Parent/Guardian Email to Notification Settings

To add your preferred email to your Parent/Guardian Portal, first select the student from your portal home screen that would like to update contact information for. **You will need to do this for each student as some contact information can vary in some cases.*

Select 'Parent/Guardian Notification Settings' from the menu on the left to view your current notification systems. Once you have access to this view, select 'Update Contact Information'.

This will allow you to update your preferred phone numbers and email for all district notifications. Don't forget 'Save & Finish'.



Questions? Please contact your District Administrator.

