

## How to Change/Update Your School Messenger Contacts.

WSSD uses School Messenger for:

- Announcements and updates
- Attendance messages
- School closing updates.
- Emergency announcements.

The system relies on you providing accurate telephone numbers and email addresses in the Priority 1, Priority 2, and Priority 3 contacts. To check your contact information or customize your preferences, see below.

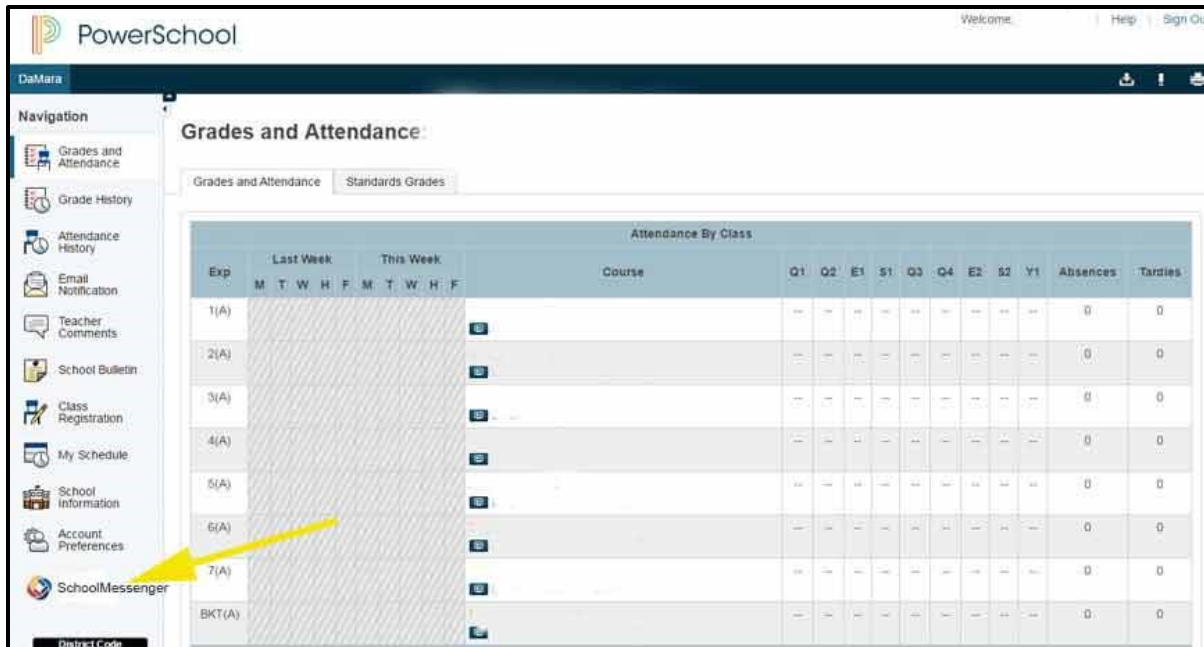
### Instructions to Customize Your Message Settings

Follow these instructions to change contact information and preferences for alerts from WSSD.

1. Login to your WSSD Parent Portal <https://wssd.powerschool.com/public> with the credentials your created

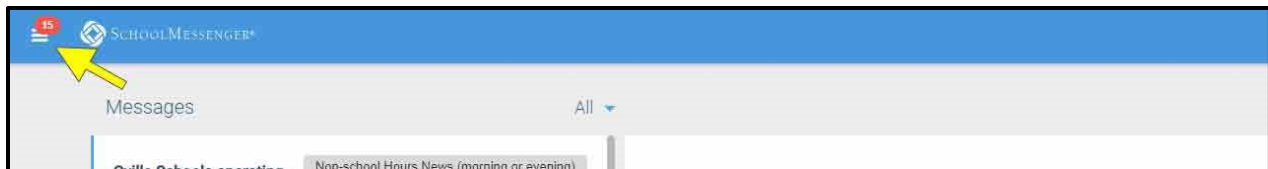
**NOTE:** Directions were emailed to parents/guardians from [dcllements@wssd.org](mailto:dcllements@wssd.org) on August 8, 2019 for how to create their PowerSchool account. That email contained a specific ACCESS ID & ACCESS PASSWORD for each student. If you did not receive your PowerSchool email with directions for setting up an account to gain access to the Parent Portal please email WSSD's Educational Data Systems Manager, Derrick L. Clements, at [dcllements@wssd.org](mailto:dcllements@wssd.org).

2. Click on "School Messenger" in the lower left corner.

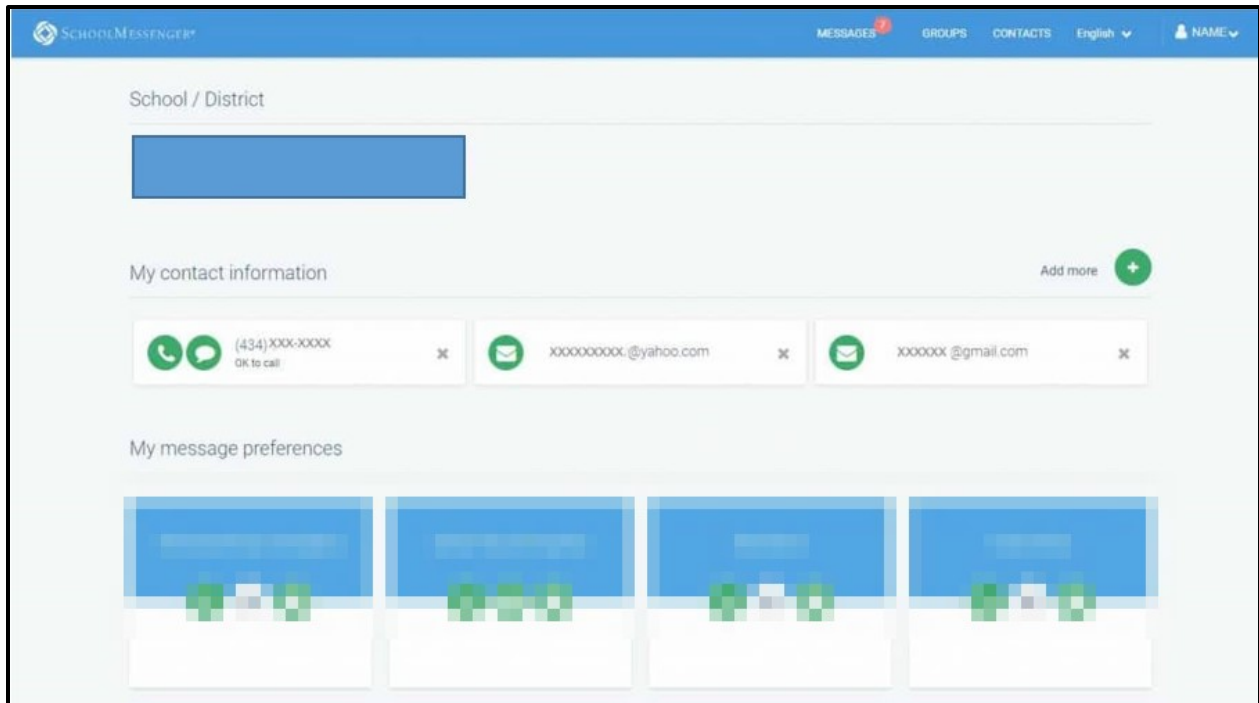


**3. One-time only:** confirm your name, email address, and phone number (and permission to contact you).

**4.** In the top-left corner, click the 3 horizontal menu lines and select **“Preferences.”**



**5.** This screen shows the various types of messages and your numbers/emails. You can edit or add new telephones or email addresses. For each type of message, you can check/uncheck phone/email/text & click save. **Note:** if you do not see an option for text messaging, edit or add the correct phone number and select “send text” for at least one type of message.



## 6. A few more things:

- At least one contact method must be selected so emergency messages can be received. This is a requirement of the School Messenger system not WSSD.
- **Reminder:** The School Messenger system only notifies Priority 1, Priority 2, and Priority 3 contacts that you list in your account

## Common Problems/Solutions

- If you don't see the School Messenger option when you log in to Power School, perhaps you are logging in to your student's account.