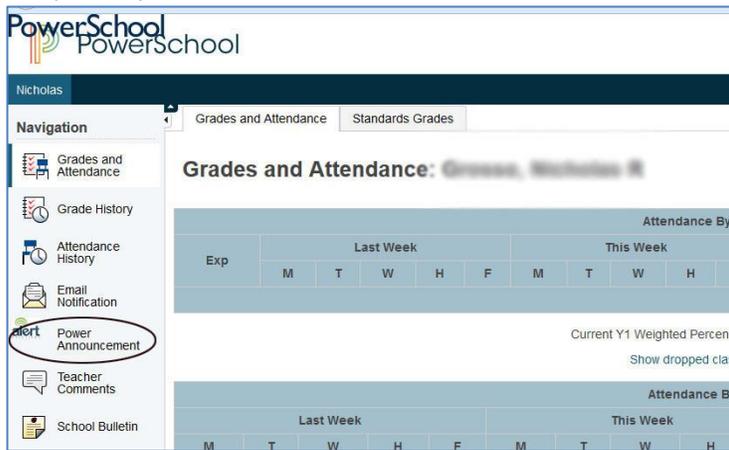
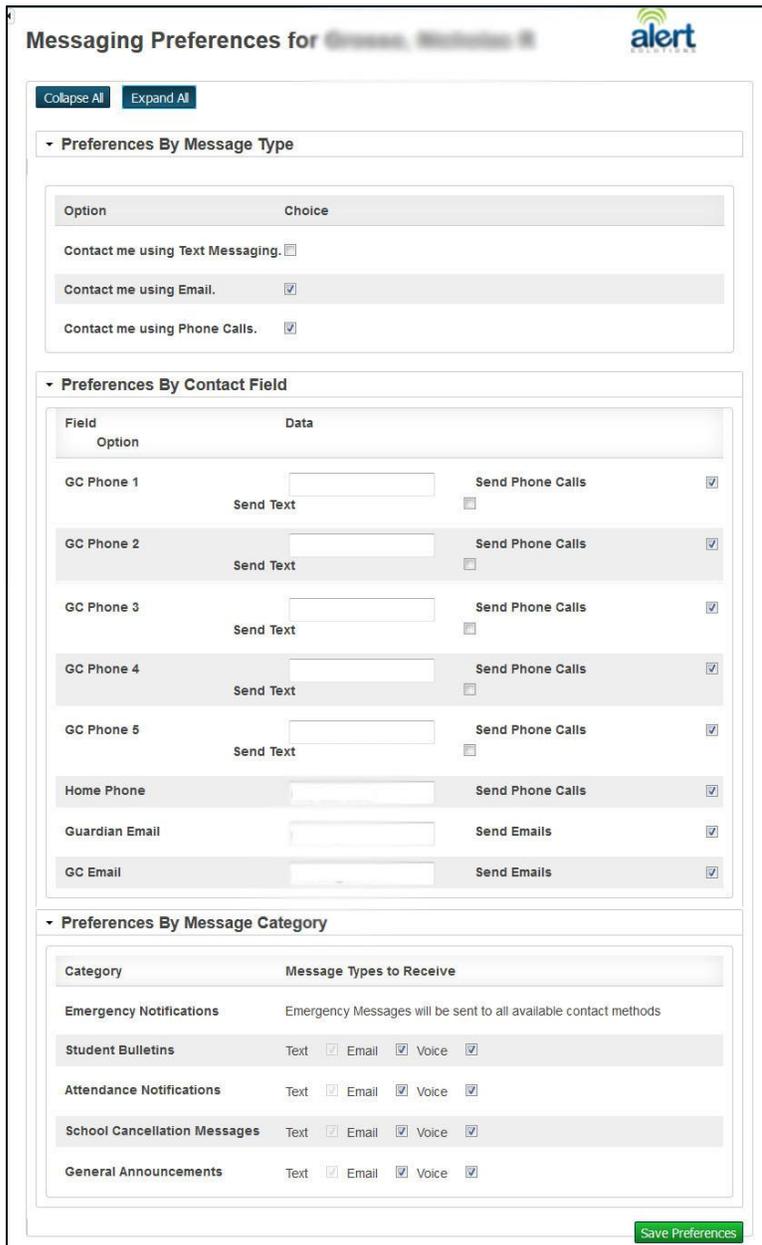
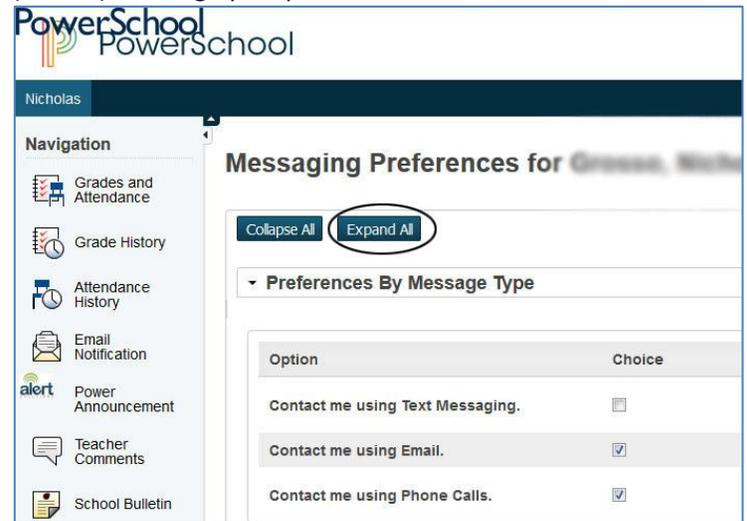


GUIDE TO ALERT SOLUTIONS PARENT PORTAL

1. After logging into PowerSchool for parents from the District website (www.wtps.org), you will encounter this screen. Click on **PowerAnnouncement** from left navigation bar (circled):



2. On the next screen, click on the button for “Expand All” (circled) to bring up all preferences:



3. This brings you to the final screen where you can enter your contact information, which you see below. In some cases, we will use text messaging as an **additional** form of communication. If you would like to receive texts, you must opt-in by checking the box at the top.

In **Preferences By Contact Field**, you can enter a Primary/ Home Phone, a Secondary Phone (GC Phone 1), four Emergency Phone numbers (GC 2-5), and two email addresses. The Primary and Secondary phone numbers will receive ALL voice calls from the District. The four emergency phone numbers will only receive emergency calls. Provided email addresses will receive **ALL EMAILS** from the District.

In the **Preferences by Message Category**, you choose how you want to be informed depending on the message type the District is sending. Keep in mind that the Text category will remain blank unless you activate it with the *Contact me using Text Messaging* button at the top of the screen.

Important note: If you do not wish to receive correspondence from the District, deselect the Choice buttons at the top of the screen. We strongly encourage you to leave your Home/Primary phone number in its box so that you will receive emergency notifications. If you have any questions about this process, you can contact Matt Pesyna in the Student Registration, Data and information office at (856) 589-6644, Ext. 6510, or by email at mpesyna@wtps.org.

Please update your contact information as soon as possible so we can maintain an accurate database. Important information is dispersed all year, including in the summer.