GUIDE TO ALERT SOLUTIONS PARENT PORTAL

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

Navigation Grades and Attendance Standards Grades Grades and Attendance Grades and Attendance Attendance Grade History Attendance Attendance Enail Enail M T W H F M T W H Enail Enail Current Y1 Weighted Persitive Show dropper Show dropper	PowerSchool PowerS	chool								
Navigation Grades and Attendance Standards Grades Grades and Attendance Grades and Attendance Attendance Grade History Attendance Attendance Email Notification M T W H F M T W Power Announcement Teacher Current Y1 Weighted Person of the show dropper Show dropper	Nicholas									j ,
Grades and Attendance Grades and Attendance Grade History Carde	Navigation	Grades an	d Attendance	Standards	Grades					
Grade History Attendance Exp Last Week This Week Email Notification M T W H F M T W H Power Announcement Teacher Show droppe Current Y1 Weighted Per Show droppe Show droppe	Grades and Attendance	Grades	and At	tendan	ce: 📾			-		
Attendance Exp Last Week This Week Image: Mail Straight and Stra	Grade History								Atten	idance By
Current Y1 Weighted Pe Show droppe	Attendance History	Evp	Last Week				This Week			
Current Y1 Weighted Per Current Y1 Weighted Per Show droppe Comments	Email Notification	LAP	М	T W	Н	F	М	т	W	н
Teacher	Announcement							Current	Y1 Weight	ed Percent
Attendan	Teacher Comments	8							Atte	ndance By
School Bulletin Last Week This Week	School Bulletin	Last Week This Week								

ssaging Preference	s for	10, Weist	totas #	alert	
lapse Ali Expand Ali					
Preferences By Message Ty	/pe				
Option	Choice				
Contact me using Text Messagin	g. 🔲				
Contact me using Email.					
Contact me using Phone Calls.	V				
Preferences By Contact Fie	ld				
Field Option	Data				
GC Phone 1 Send	Text		Send Phone Calls		
GC Phone 2 Send	Text		Send Phone Calls		
GC Phone 3 Send	Text		Send Phone Calls		
GC Phone 4 Send	Text		Send Phone Calls		
GC Phone 5 Send	Text		Send Phone Calls		
Home Phone			Send Phone Calls		
Guardian Email			Send Emails		
GC Email			Send Emails		
Preferences By Message C	ategory				
Category	Category Message Types to Receive				
Emergency Notifications	Emergency Messa	ages will be s	sent to all available contact n	nethods	
Student Bulletins	Text 🗹 Email	Voice			
Attendance Notifications	Text 🗵 Email	Voice			
School Cancellation Messages	Text 🛛 Email	Voice			
General Announcements	Text 🗹 Email	Voice			

Save Preferences

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

PowerSchoo Powers	chool	
Nicholas		
Navigation	1 1 Maaaaning Desfauences (as	
Grades and Attendance	Messaging Preferences for	Grosse, Miche
Grade History	Collapse All	
Attendance History	Preferences By Message Type	
Email Notification	Option	Choice
alert Power Announcement	Contact me using Text Messaging.	
Teacher Comments	Contact me using Email.	V
School Bulletin	Contact me using Phone Calls.	

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.