SchoolMessenger

Setting your preferences

Log in your PowerSchool Parent Portal Account. (If you have not created your account, contact your student's school for the Parent Portal letter, which includes directions on setting up the account. You will need a letter for each student.)

Locate the SchoolMessenger link under "Navigation."



Select "Contacts" to set your preferences.



All students linked to your Parent Portal account will be listed under "Contacts." Select the "Edit" button to edit your preferences.



Your SchoolMessenger account will be pre-loaded with all phone numbers and email addresses from your student's data in PowerSchool. Please allow 24 hours after you have created your Parent Portal account to view the pre-loaded data.

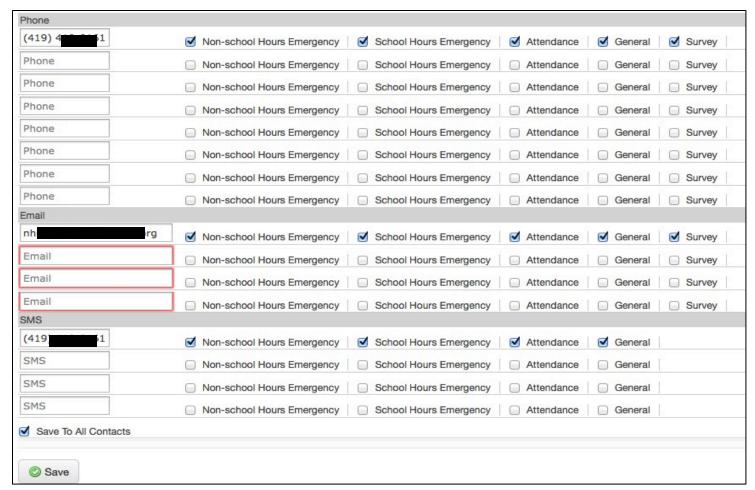
Add and/or delete phone numbers and email addresses.

Choose your preferences for contact by a phone call, email and SMS (text message). You must opt-in to receive text messages. Simply text the words "OPT IN" or "Yes" to 68453. If you are adding a new cell phone number be sure to save the changes before you opt-in.

Check the box "Save To All Contacts" to copy your preferences to all your linked students.

Save your changes.

Return to your account at any time to make changes to your preferences.



Please note: At this time, Maumee City Schools will not be using SchoolMessenger for attendance calls.