

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.



Contacts			
First Name	Last Name	ID#	Actions
Allison	Hinsey	599264	 Edit

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.

Phone										
(419) 4[REDACTED]1	<input checked="" type="checkbox"/>	Non-school Hours Emergency	<input checked="" type="checkbox"/>	School Hours Emergency	<input checked="" type="checkbox"/>	Attendance	<input checked="" type="checkbox"/>	General	<input checked="" type="checkbox"/>	Survey
Phone	<input type="checkbox"/>	Non-school Hours Emergency	<input type="checkbox"/>	School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
Phone	<input type="checkbox"/>	Non-school Hours Emergency	<input type="checkbox"/>	School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
Phone	<input type="checkbox"/>	Non-school Hours Emergency	<input type="checkbox"/>	School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
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Phone	<input type="checkbox"/>	Non-school Hours Emergency	<input type="checkbox"/>	School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
Email										
nh[REDACTED]rg	<input checked="" type="checkbox"/>	Non-school Hours Emergency	<input checked="" type="checkbox"/>	School Hours Emergency	<input checked="" type="checkbox"/>	Attendance	<input checked="" type="checkbox"/>	General	<input checked="" type="checkbox"/>	Survey
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Email	<input type="checkbox"/>	Non-school Hours Emergency	<input type="checkbox"/>	School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
SMS										
(419) [REDACTED]1	<input checked="" type="checkbox"/>	Non-school Hours Emergency	<input checked="" type="checkbox"/>	School Hours Emergency	<input checked="" type="checkbox"/>	Attendance	<input checked="" type="checkbox"/>	General	<input type="checkbox"/>	
SMS	<input type="checkbox"/>	Non-school Hours Emergency	<input type="checkbox"/>	School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	
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SMS	<input type="checkbox"/>	Non-school Hours Emergency	<input type="checkbox"/>	School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Save To All Contacts										
<input type="button" value="Save"/>										

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