## Sign up for updates from Powerschool Parent Portal

1. Log into Powerschool Parent Portal using the button below



- 2. Click on the "Email Notification" button on the left in the navigation menu.
- 3. Enter your e-mail address
- 4. Check the box next to each piece of information you would like to receive
- 5. Click the drop-down in the **Frequency** area to choose how often you wish to receive notifications.
- 6. Click SUBMIT at the bottom of the screen to save your settings

## (Example sign-up screen) Test Results **Contact Information** Grade History 3 Additional Email Addresses (separate multiple email addresses with con Email Notification What Information Would You Like to Receive? **Summary of Current Grades and Attendance** School Bulletin Detail Report Showing Assignment Scores for Each Class Registration **Detail Report of Attendance** My Schedule School Announcements. School Information Balance Alert (Note: will only be sent when student is low on funds). Account Preferences Frequency Weekly SMFM Apply These Settings to All Your Students?

**Note**: If you have not created a Powerschool Account yet, contact the school or check out the quick guide at this link: Quick Guide You will click the blue box at the top of the guide, then click the Parent Registration button.