

August 1, 2018

## Power School Parent Portal Setup

### STEPS TO SET UP YOUR PARENT PORTAL IN POWERSCHOOL:

1. Contact your child's school to receive his or her "Access ID" and "Access Password".
2. Go to [garrettcountyschools.org](http://garrettcountyschools.org)
3. At the top of website, click on "Parents".
4. Click on "PowerSchool Parent Portal".
5. Click on "Create Account" tab.
6. Click on "Create Account".
7. Create Parent Account: Fill out all fields. The user name and password is what you will remember. (This is not your child's Access ID or Access Password).
8. Link Student Accounts: Fill out all fields. This is where you place your child's name, Access ID, and Access Password.
9. Scroll to bottom of page and hit "Enter".

### HOW TO LOG INTO YOUR PARENT PORTAL

1. You must have already created an account.
2. Log in using your own username and password.

## School Messenger: Parent Communication Tool Setup

School Messenger is a communications tool that is used by the Garrett County Public Schools. The school system uses School Messenger to communicate a number of items ranging from school cancellations, major system wide events, to other various announcements by way of phone call, email, and/or text. To utilize School Messenger, a parent needs to log into his/her Power School Parent Portal account. To set up your contact preferences for School Messenger, please utilize the following instructions: 1.) Log into the Power School Parent Portal using your Single Sign-On username and password. 2.) Click the Arrow Icon in the top right. 3.) Choose Contact Manager. 4.) Select the Contacts tab. 5.) Select the Edit button to the right of your child's name. 6.) Once on the edit screen, please select if you would like to receive phone, email, and/or SMS (text) communications. Then, check all the boxes for the types of alerts. a.) Please verify that your email address and phone number are correct. b.) Please verify that you are receiving the proper communication types that you desire.

## School Messenger Signup for Community

For the last several years, Garrett County Public Schools has been utilizing School Messenger for communications to the parents of our students. We have the capability to provide these messages to members of the community who do not have students in the system. You will have

the option to receive an email, a phone call, and/or a text message. The Garrett County Public School system uses this tool to communicate school closings and/or delays, as well as and other emergency information. School Messenger could be very useful for the media outlets, daycare services, businesses, etc.

In order to register for this service, go to: [goo.gl/forms/WqHN8UbHT4KhkZqS2](https://goo.gl/forms/WqHN8UbHT4KhkZqS2)

Complete the information and submit. Within 3-5 business days, you will be active in School Messenger.

Please contact your cell phone provider to learn if you could have possible phone and/or SMS (text) charges in accordance with your cell phone agreement.

## School Messenger for Staff

1. Staff needs to log into School Messenger Notification System at: <https://contactme.schoolmessenger.com> with the username and password from Jeff Gank on February 11, 2014 to change things.
2. If the employee does not have this, then the employee needs to contact Jeff Gank at [it@garrettcountyschools.org](mailto:it@garrettcountyschools.org) and request information to sign up in the School Messenger Notification System. Jeff will send the employee a paper.