


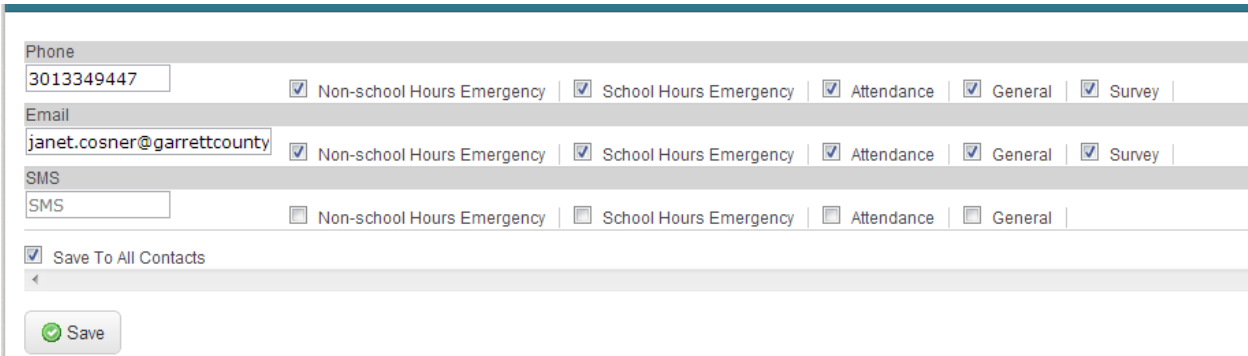
School Messenger

School Messenger is a communications tool that will be utilized by the Garrett County Public Schools. The school system will be using 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 parent portal account. To set up your contact preferences for School Messenger, please utilize the following instructions:

1. Log into the PowerSchool 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 Contact 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.
 - 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.

Enter a phone number, e-mail, and/or phone number for a text message (SMS) then check the boxes. Most messages from Southern High School will be sent under the general category so be sure to check that box. Then hit the **Save** button. Thank you!

Sample:



The screenshot shows a contact preferences form with the following fields and options:

- Phone:** Input field containing "3013349447". Below it are checkboxes for "Non-school Hours Emergency" (checked), "School Hours Emergency" (checked), "Attendance" (checked), "General" (checked), and "Survey" (checked).
- Email:** Input field containing "janet.cosner@garrettcountry". Below it are checkboxes for "Non-school Hours Emergency" (checked), "School Hours Emergency" (checked), "Attendance" (checked), "General" (checked), and "Survey" (checked).
- SMS:** Input field containing "SMS". Below it are checkboxes for "Non-school Hours Emergency" (unchecked), "School Hours Emergency" (unchecked), "Attendance" (unchecked), and "General" (unchecked).
- Save To All Contacts:** A checkbox that is checked.
- Save:** A button with a green checkmark icon and the text "Save".