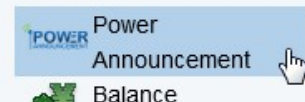
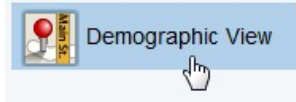


Setting Power Announcement Notification Preferences

1. Sign up for a *PowerSchool Public Portal* account. Information for this can be found on the CLV Home Page in the *Public Links* section.
2. Once you are signed into *PowerSchool*, check the *Demographic View* page for all children linked to your account and verify contact information. Contact the appropriate building office to make any changes.
3. Go to the *Power Announcement* page and set up your notification preferences.



▼ Preferences By Message Type

Option	Choice
Contact me using Text Messaging.	<input type="checkbox"/>
Contact me using Email.	<input checked="" type="checkbox"/>
Contact me using Phone Calls.	<input checked="" type="checkbox"/>

1. Check the box next to the types of messages you wish to receive.

▼ Preferences By Contact Field

Field	Data	Option
Home Phone	XXX-XXX-XXXX	Send Phone Calls <input checked="" type="checkbox"/>
Contact #1 Cell Phone	XXX-XXX-XXXX	Send Phone Calls <input type="checkbox"/> Send Text <input type="checkbox"/>
Contact #1 Email	mother@email.com	Send Emails <input type="checkbox"/>
Contact #2 Home Phone	XXX-XXX-XXXX	Send Phone Calls <input type="checkbox"/>
Contact #2 Cell Phone	XXX-XXX-XXXX	Send Phone Calls <input checked="" type="checkbox"/> Send Text <input type="checkbox"/>
Contact #2 Email	father@email.com	Send Emails <input type="checkbox"/>
Contact #3 Cell Phone	XXX-XXX-XXXX	Send Phone Calls <input checked="" type="checkbox"/> Send Text <input type="checkbox"/>
Contact #3 Email	grandma@email.com	Send Emails <input type="checkbox"/>
Contact #3 Home Phone	XXX-XXX-XXXX	Send Phone Calls <input type="checkbox"/>

2. Check the boxes next to the phone numbers and emails you want to receive notifications.

▼ Preferences By Message Category

Category	Message Types to Recieve
Emergency Notifications	Emergency Messages will be sent to all available contact methods
Student Bulletins	Text <input type="checkbox"/> Email <input type="checkbox"/> Voice <input checked="" type="checkbox"/>
Attendance Notifications	Text <input type="checkbox"/> Email <input type="checkbox"/> Voice <input checked="" type="checkbox"/>
School Cancellation Messages	Text <input type="checkbox"/> Email <input type="checkbox"/> Voice <input checked="" type="checkbox"/>
General Announcements	Text <input type="checkbox"/> Email <input type="checkbox"/> Voice <input checked="" type="checkbox"/>

3. Check the boxes next to the message categories you wish to receive.

4. Click the *Save Preferences* button and you are done.