

# School Messenger!

## Navigation

 Grades and Attendance

 Grade History

 Attendance History

 Email Notification

 Teacher Comments

 School Bulletin

 Class Registration

 My Calendars

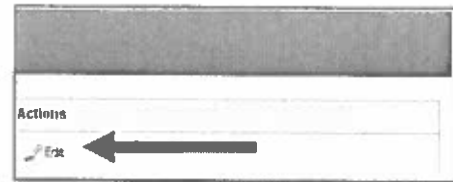
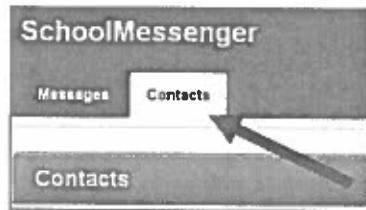
 School Information

 Account Preferences

 Contact Manager

School Messenger is the automated system used by Willoughby Eastlake City Schools to make attendance calls and send district wide messages; such as school closings due to inclement weather and event reminders. You can manage your account through the parent portal in PowerSchool. It's simple!

- ◆ Log in to PowerSchool through your parent portal account
- ◆ Click on Contact Manager on the left
- ◆ Click on the Contacts tab then under *Actions* click Edit



- ◆ The first 3 numbers are locked. (This information comes directly from PowerSchool and is updated in School Messenger nightly.) If one of these numbers needs to be updated, contact your child's school.
- ◆ You can choose to add 2 additional numbers, email addresses and opt to get text messages (SMS).
- ◆ Check the following boxes, to control messages.
  - **Non-School Hours Emergency**—emergency notifications sent before or after school (ie: snow day)
  - **School Hours Emergency**—emergency notifications sent during school hours (ie: lock down)
  - **Attendance**—automated attendance call when the school has not be contacted regarding your child's absence
  - **General and Survey**— used for general announcements and surveys

Phone	Non-school Hours Emergency	School Hours Emergency	Attendance	General	Survey
440-555-1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
440-555-1235	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
440-555-1236	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Save To All Contacts					
<input type="button" value="Save"/>					

Once information is entered, make sure the **Save to All Contacts** box is checked to update all of the records associated with your portal account and click **Save**.