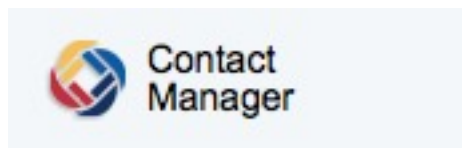


How to Edit Your Preferences for Automated Calls, Texts, and Email

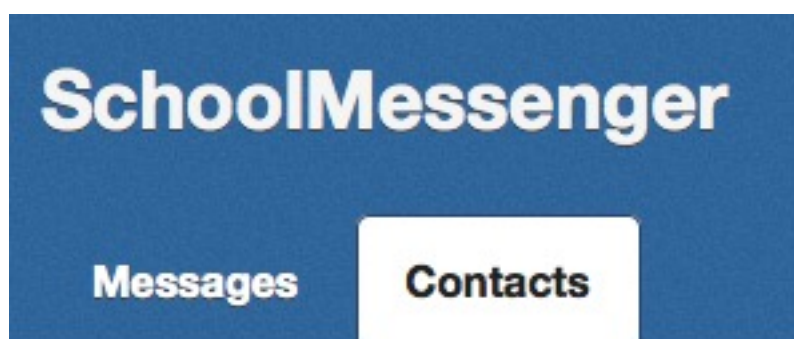
1. Log into your PowerSchool Parent Portal at

<https://warsawschools.powerschool.com>

2. Click on the following link on the left-hand menu:



3. This brings you to SchoolMessenger, our contact system. Click on the Contacts tab.



4. You should see a list of all students associated with your PowerSchool account. Click on the edit button for the student you wish to edit.



5. On the edit page, you are able to select up to three numbers for calls, two email addresses, and two numbers for texts. You can also select what type of notifications each number or email will receive. Make sure to click save when you are done.

Note: If you wish to change the same information for all students associated to your account, make sure the "Save To All Contacts" button is checked.