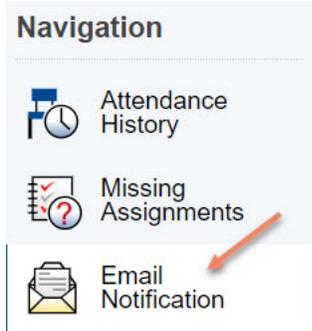


How to Add Notifications in the Parent Portal

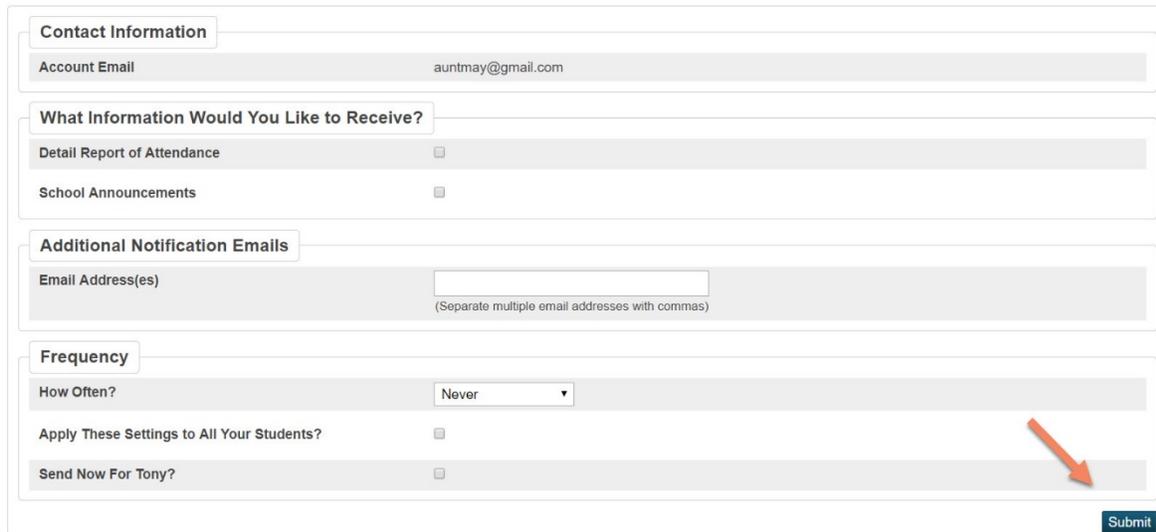
Add Notifications

Notifications are available for attendance and school announcements. You can select what addresses you would like to send it to and the frequency.

Step 1: Click on Email Notification on the left side Navigation bar.



Step 2: Select what report you would like to see, what email addresses you want it sent to and the frequency. Once done, hit submit.

A screenshot of the notification settings form. It is divided into four sections: 'Contact Information' with a text field for 'Account Email' containing 'auntmay@gmail.com'; 'What Information Would You Like to Receive?' with two checkboxes for 'Detail Report of Attendance' and 'School Announcements', both unchecked; 'Additional Notification Emails' with a text field for 'Email Address(es)' and a note '(Separate multiple email addresses with commas)'; and 'Frequency' with a dropdown menu set to 'Never', and two checkboxes for 'Apply These Settings to All Your Students?' and 'Send Now For Tony?', both unchecked. An orange arrow points to the 'Send Now For Tony?' checkbox. A 'Submit' button is located at the bottom right of the form.