Direction to Change Call System Settings In the Parent Portal

Click on **Contact Preferences**

Click on **the check boxes you would like to add or change**

For example, if you would like to allow text messages, check the box for Text (SMS) under cell phone. You should check for all instances that you would like us to text you – emergency or attendance or General Notifications.

We will not be using for Behavior events or for teacher use at this time.

It is important that you check to work phone if you would like to be contacted at work. We did not set work phone as a default because many people may not be contacted at work. Remember, that the automated system will leave a message – it cannot dial an extension - so if a switchboard operator answers, it will leave the message.

Changed to allow text on cell phone.

You may change the language of the message to Spanish by selecting it here.

Click Save when you are done.