

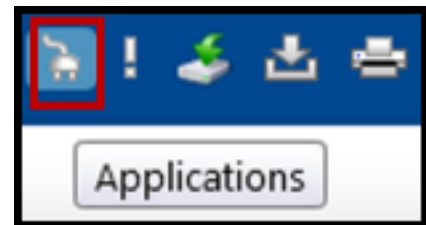
Managing Contacts for SchoolMessenger

Shenandoah County Public Schools uses the **SchoolMessenger Notification System** to provide timely communication to parents/guardians regarding school closings, delays and early dismissals, attendance, general interest activities, and campus and division emergencies. In order to enhance our ability to accurately deliver that information, we kindly request that you manage your contact phone numbers through your PowerSchool Parent Portal account. The SchoolMessenger Contact Manager allows you to control the ways in which you prefer to be contacted. It also works as a mailbox, giving you a place to review messages you may have missed.

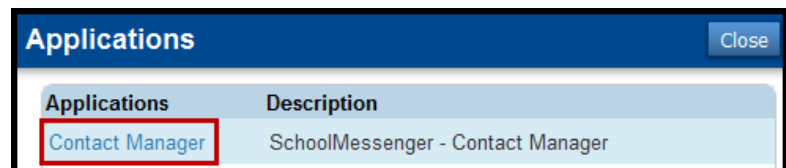
If you do not have a PowerSchool Parent Portal account, please contact the main office to obtain information for creating an account. In addition to the SchoolMessenger Contact Manager, the Parent Portal allows parents/guardians to review grades, attendance and teacher comments throughout the school year.

To access the SchoolMessenger Contact Manager within your PowerSchool Parent Portal account, follow the steps listed below:

1. Log into your Parent Portal account. Find the “plug” in the upper right corner of the screen and click on it.



2. Click on “Contact Manager.”



3. The “Messages” tab will show all messages that have been sent to any of your contact numbers. Click on the “Contacts” tab. Then click on “Edit.”

