












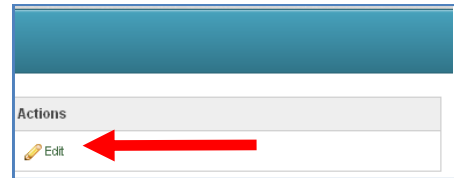
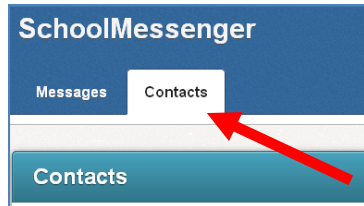
School Messenger!

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!

Navigation

-  Grades and Attendance
-  Grade History
-  Attendance History
-  Email Notification
-  Teacher Comments
-  School Bulletin
-  Class Registration
-  My Calendars
-  School Information
-  Account Preferences
-  Contact Manager

- ◆ 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 (416) 516-9222	<input checked="" type="checkbox"/>	Non-school Hours Emergency	<input checked="" type="checkbox"/>	School Hours Emergency	<input checked="" type="checkbox"/>	Attendance	<input checked="" type="checkbox"/>	General	<input checked="" type="checkbox"/>	Survey
440-555-1234	<input checked="" type="checkbox"/>	Non-school Hours Emergency	<input checked="" type="checkbox"/>	School Hours Emergency	<input checked="" type="checkbox"/>	Attendance	<input checked="" type="checkbox"/>	General	<input checked="" type="checkbox"/>	Survey
440-555-1235	<input type="checkbox"/>	Non-school Hours Emergency	<input checked="" type="checkbox"/>	School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
440-555-1236	<input type="checkbox"/>	Non-school Hours Emergency	<input checked="" type="checkbox"/>	School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
Phone	<input checked="" type="checkbox"/>	Non-school Hours Emergency	<input checked="" type="checkbox"/>	School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
Phone	<input type="checkbox"/>	Non-school Hours Emergency	<input type="checkbox"/>	School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
Email	<input checked="" type="checkbox"/>	Non-school Hours Emergency	<input checked="" type="checkbox"/>	School Hours Emergency	<input checked="" type="checkbox"/>	Attendance	<input checked="" type="checkbox"/>	General	<input checked="" type="checkbox"/>	Survey
Email	<input checked="" type="checkbox"/>	Non-school Hours Emergency	<input checked="" type="checkbox"/>	School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
SMS	<input type="checkbox"/>	Non-school Hours Emergency	<input type="checkbox"/>	School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
SMS	<input type="checkbox"/>	Non-school Hours Emergency	<input type="checkbox"/>	School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
<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**.