


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!

- Log in to PowerSchool through your **parent portal account**.
- Click on the **School Messenger** icon on the left.

- Access your notification preferences by clicking on the  icon and clicking **Preferences**.

- Add more: Click on this button to add more email addresses or phone numbers that aren't already listed.

- My message preferences: Click each message category (Emergency, attendance, etc.) to view which contact email addresses and phone numbers will be contacted. You can also adjust your notification preferences for each message type here. Note: Most school messages are sent as **General**.

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