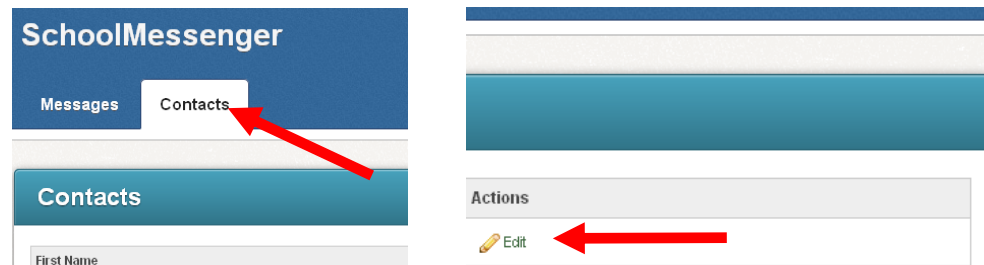# School Messenger is here!

School Messenger is an automated system being 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 will be able to manage your account through the parent portal in PowerSchool. It's simple!

- **Log in to PowerSchool through your parent portal account**
- **Click on School Messenger on the left**
- **Click on the Contacts tab then under Actions click Edit**

SchoolMessenger

Messages Contacts

Contacts

First Name

Actions

✏ Edit

- **The first 3 numbers are locked. 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

440-555-1234	☑ Non-school Hours Emergency	☑ School Hours Emergency	☑ Attendance	☑ General	☑ Survey
440-555-1235	☐ Non-school Hours Emergency	☑ School Hours Emergency	☐ Attendance	☐ General	☐ Survey
440-555-1236	☐ Non-school Hours Emergency	☑ School Hours Emergency	☐ Attendance	☐ General	☐ Survey
	☑ Non-school Hours Emergency	☑ School Hours Emergency	☐ Attendance	☐ General	☐ Survey
	☑ Non-school Hours Emergency	☑ School Hours Emergency	☐ Attendance	☐ General	☐ Survey
Phone	☐ Non-school Hours Emergency	☐ School Hours Emergency	☐ Attendance	☐ General	☐ Survey
Phone	☐ Non-school Hours Emergency	☐ School Hours Emergency	☐ Attendance	☐ General	☐ Survey

Email

	☑ Non-school Hours Emergency	☑ School Hours Emergency	☑ Attendance	☑ General	☑ Survey
	☑ Non-school Hours Emergency	☑ School Hours Emergency	☐ Attendance	☐ General	☐ Survey
Email	☐ Non-school Hours Emergency	☐ School Hours Emergency	☐ Attendance	☐ General	☐ Survey

SMS

| SMS | ☐ Non-school Hours Emergency | ☐ School Hours Emergency | ☐ Attendance | ☐ General | |
| SMS | ☐ Non-school Hours Emergency | ☐ School Hours Emergency | ☐ Attendance | ☐ General | |

☑ Save To All Contacts

✅ Save

Once information is entered, check the *Save to All Contacts* to update all of the records associated with your portal account and click *Save*.