

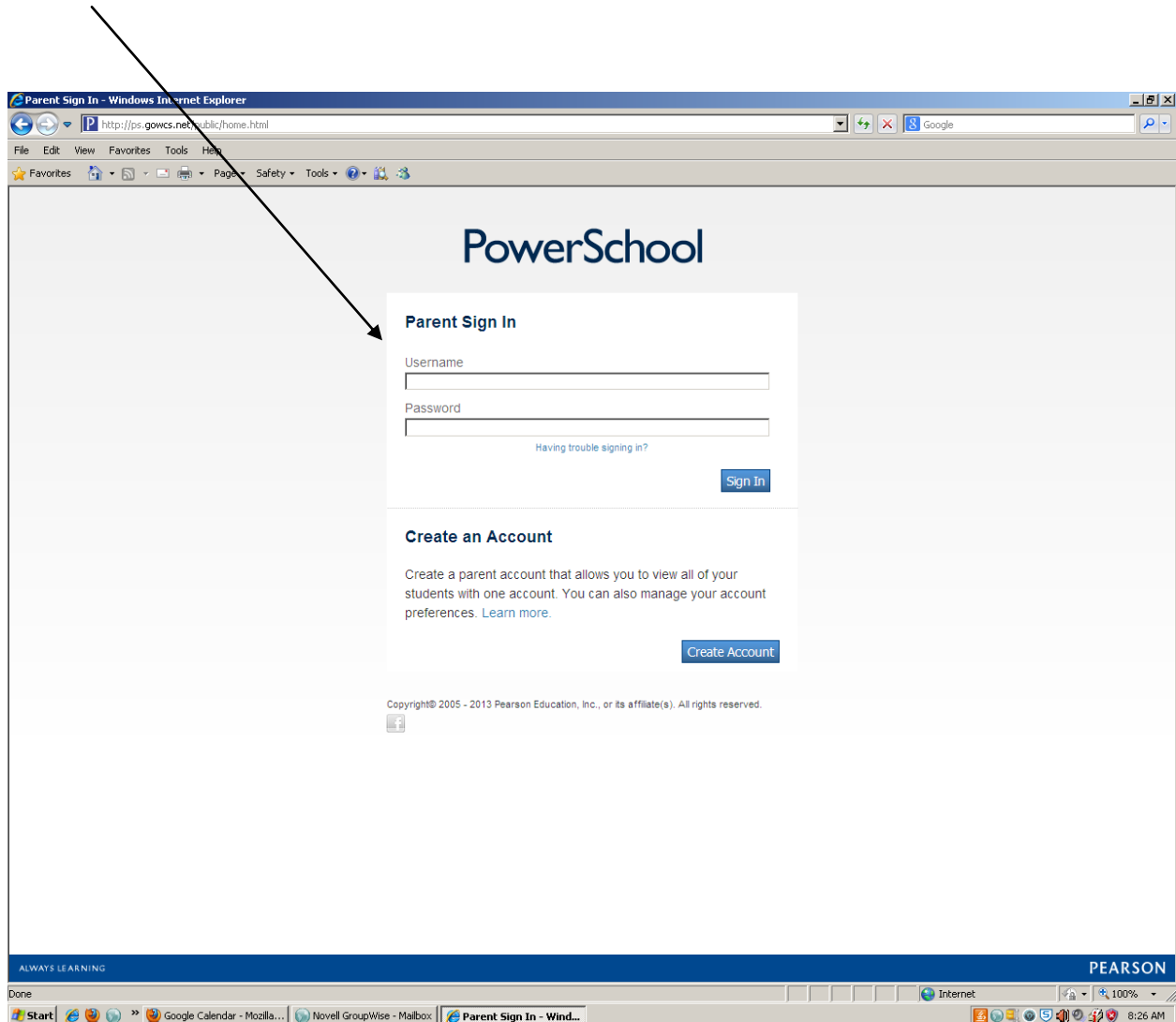
Updating Notification Preferences In Parent Access

Williamston Community Schools uses the SchoolMessenger Notification System to provide timely communication to parents and staff members on matters such as attendance, general interest activities and school closings.

You may set your notification preferences by logging into your PowerSchool Parent Access account. Once you login you can:

- Add phone numbers to which school closing and other notifications will be sent
- Enter cell phone numbers to receive text notifications
- Add e-mail addresses to which notifications will be sent

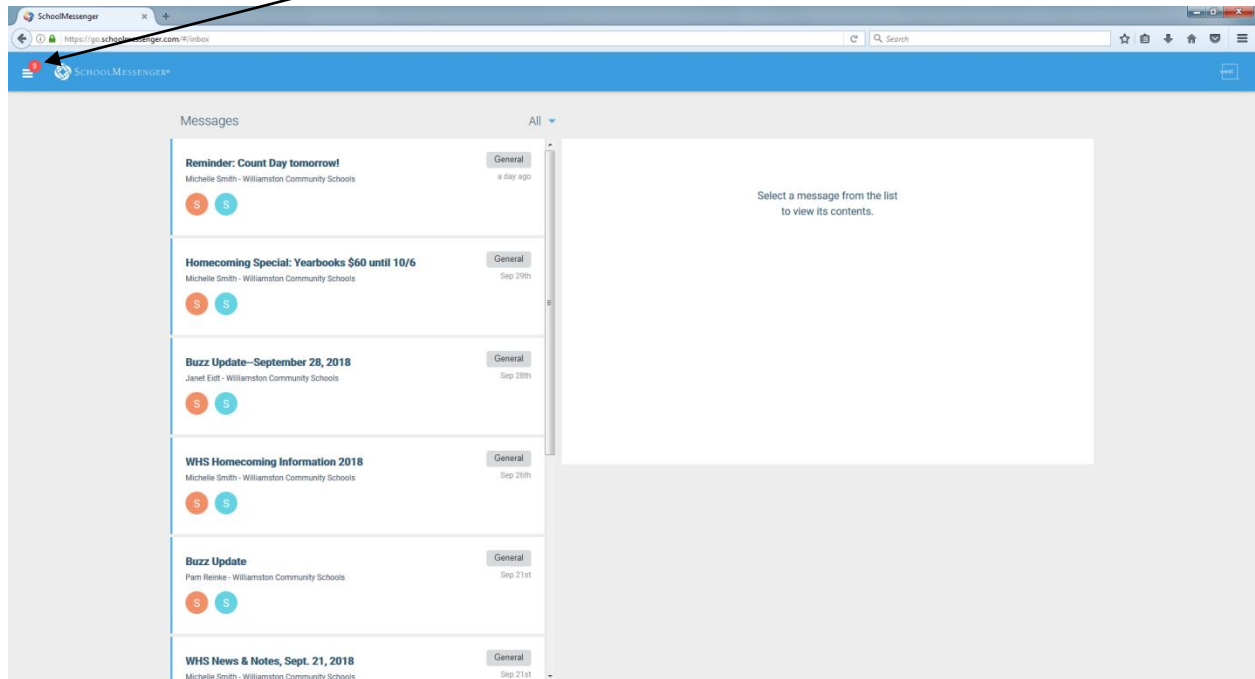
Log into PowerSchool Parent Access by going to the following website: <https://ps.gowcs.net>



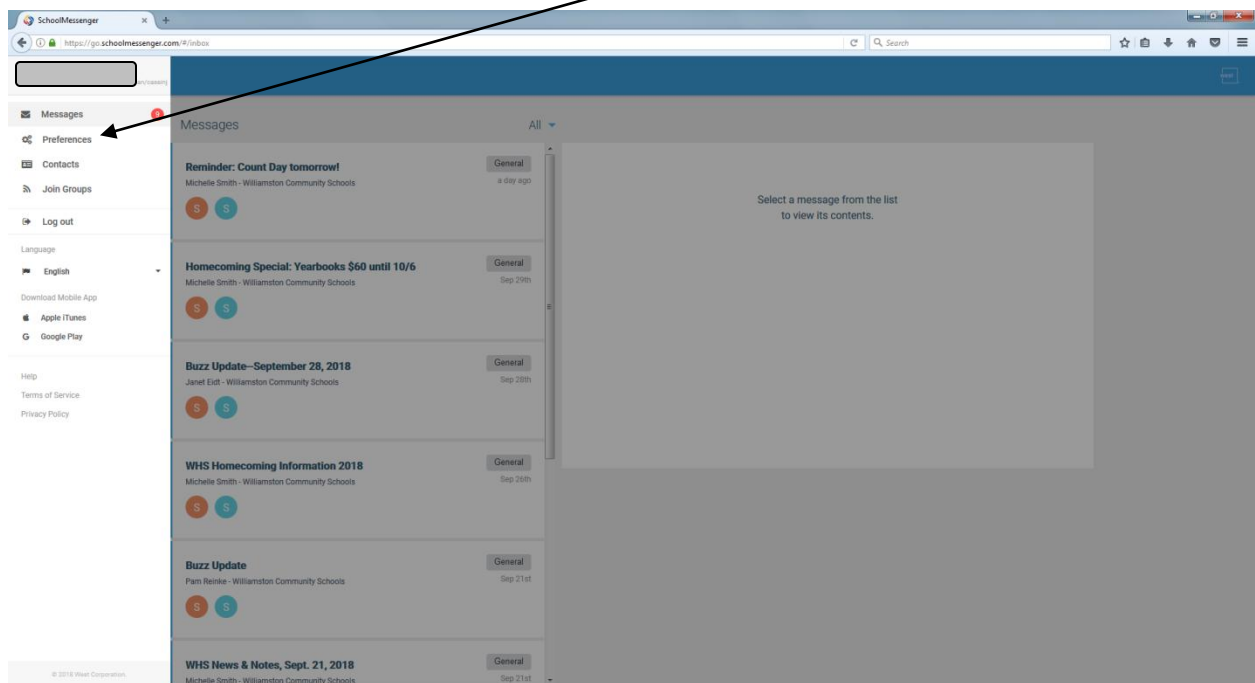
Click on **Contact Manager** in the menu on the left side of the screen.

The screenshot shows the PowerSchool website interface. On the left is a navigation menu with the following items: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, My Schedule, School Information, Account Preferences, and Contact Manager. At the bottom of the menu is a 'District Code' field containing 'CHDB'. The main content area is titled 'Grades and Attendance' and has a sub-tab for 'Standards Grades'. Below this is a table titled 'Attendance By Class'. The table has columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', 'S1', 'S2', 'Absences', and 'Tardies'. The first row is labeled '1(A)' and the second row is labeled '6(A)'. A large grey rounded rectangle obscures the data in the table. An arrow points from the 'Contact Manager' link in the navigation menu to the instruction text at the top of the page.

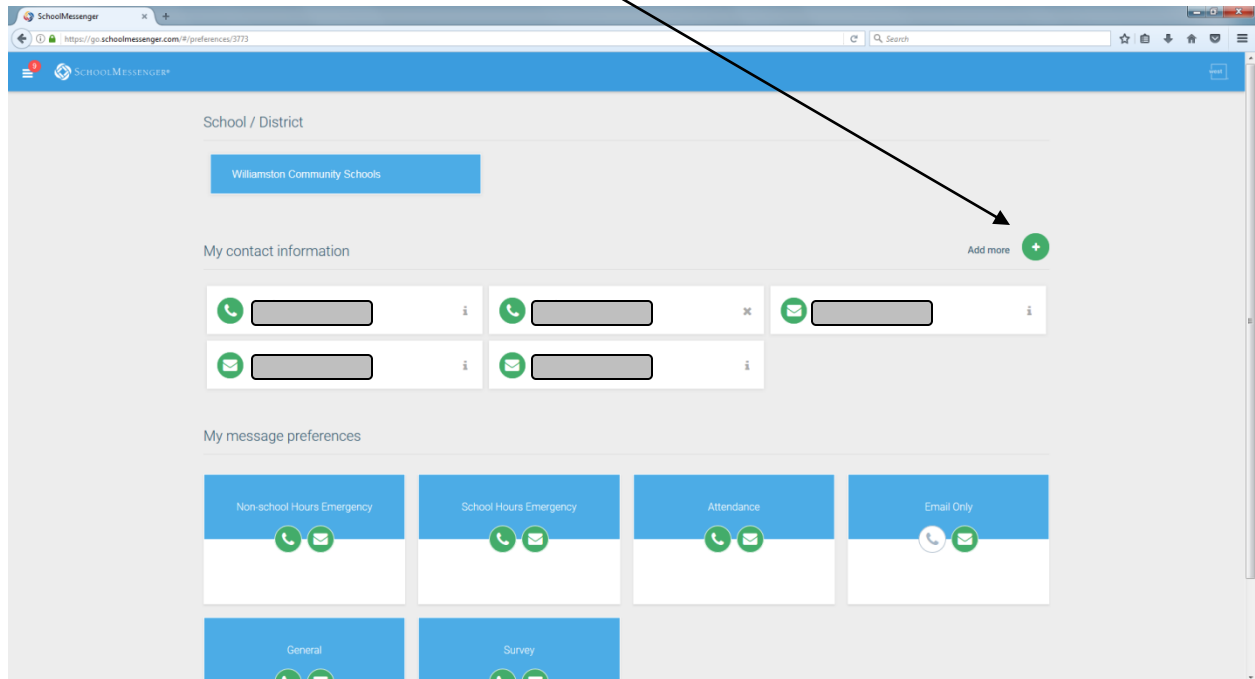
The SchoolMessenger screen will open. Click on the menu icon (3 horizontal lines) in the upper left corner of the screen.



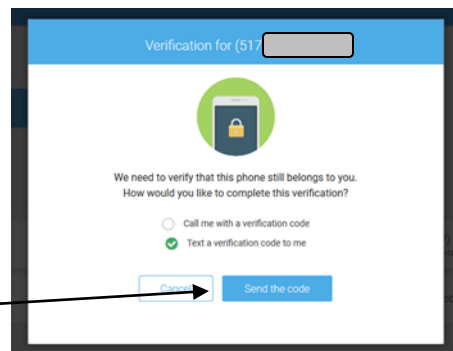
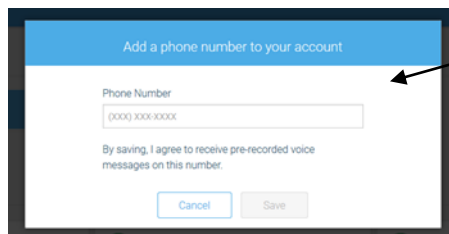
When the menu opens, click on “Preferences.”



The phone numbers and e-mail addresses listed in our PowerSchool student information system will be listed (you cannot change these). To add another number or email address to be contacted at, click the green “+” symbol.

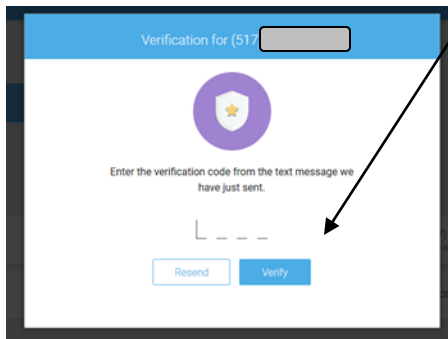


You may choose to add another phone number or email address. If you choose “Phone Number” enter the new number in the box that pops up on your screen, then click “Save.”



You must then enter a code to verify the number belongs to you. Choose the method for receiving the code (by text or phone call) and then click “Send Code.”

Enter the code and then click the “Verify” button.



The new number will now be added to your account and you will receive future notifications at this number as well as the others.

You may add additional phone numbers or email addresses by clicking the green “+” symbol and repeating the process.

If you would like to receive text messages, go to the “Preferences” menu and click on the phone number for which you would like to receive text messages. Then click the button next to “Send Text” so a green check mark appears.