Managing Parent Contact Preferences
in SchoolMessenger & PowerSchool

SchoolMessenger

District administration sends several mass communications through SchoolMessenger (mostly e-mails, but also includes phone calls and text messages). This includes automated attendance notifications and newsletters. Parents can choose which phone numbers and/or e-mail addresses receive various categories of messages. Follow these steps to setup preferences.

1. Sign in to the PowerSchool Parent Portal at https://oregon.ps.nwoca.org/guardian

2. Click **SchoolMessenger** link to edit your communication preferences.

   This will open the SchoolMessenger portal. The most recent district messages will be listed here (another way to read messages, even if the e-mail was not received).

   Due to recent PowerSchool changes, you will first have to **"verify your account"** via connected e-mail address. Once you do this, your PowerSchool Parent Portal will be automatically linked via a token. Return to beginning of this step and click on SchoolMessenger link again.
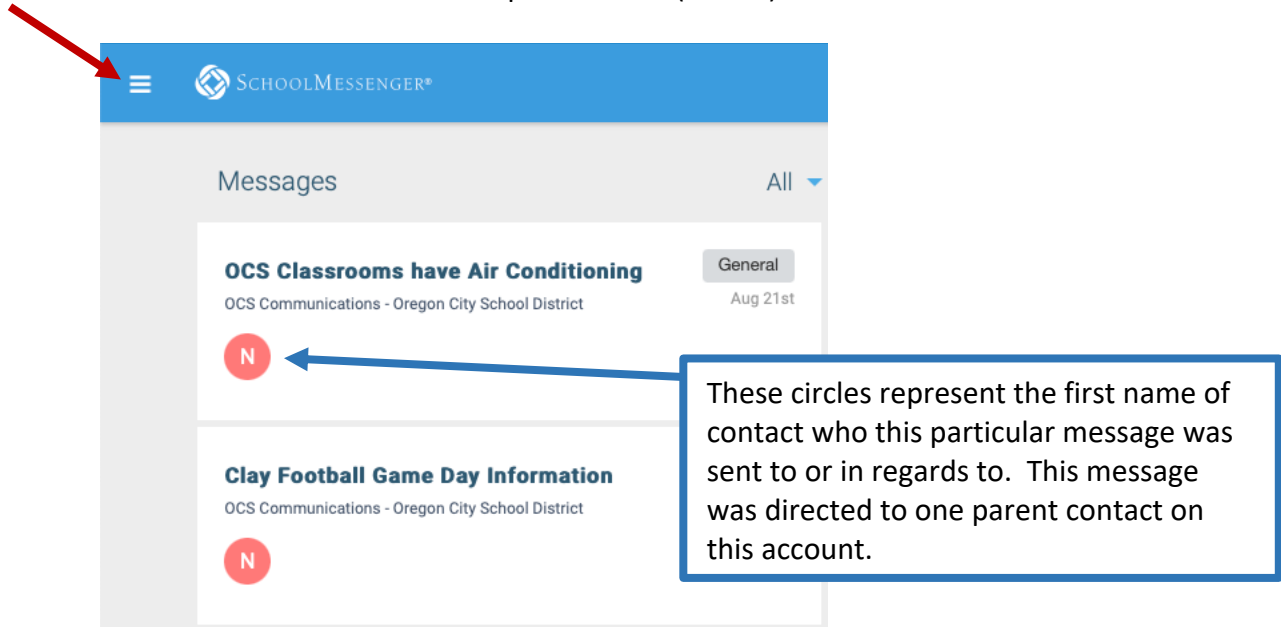
Unrelated Side Note:
This code is used to setup the PowerSchool Mobile Ap

3. Click the Menu button in the top left corner (3 lines)

These circles represent the first name of contact who this particular message was sent to or in regards to. This message was directed to one parent contact on this account.
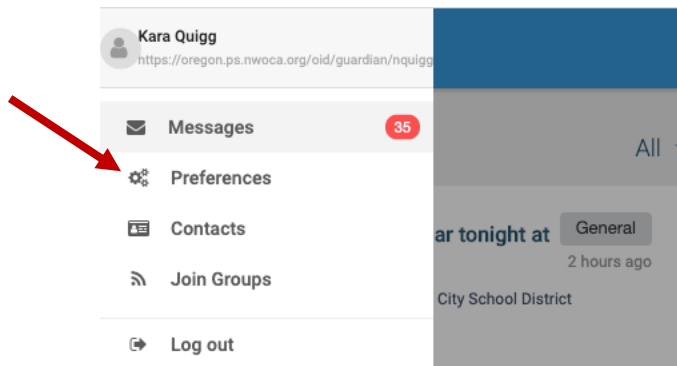
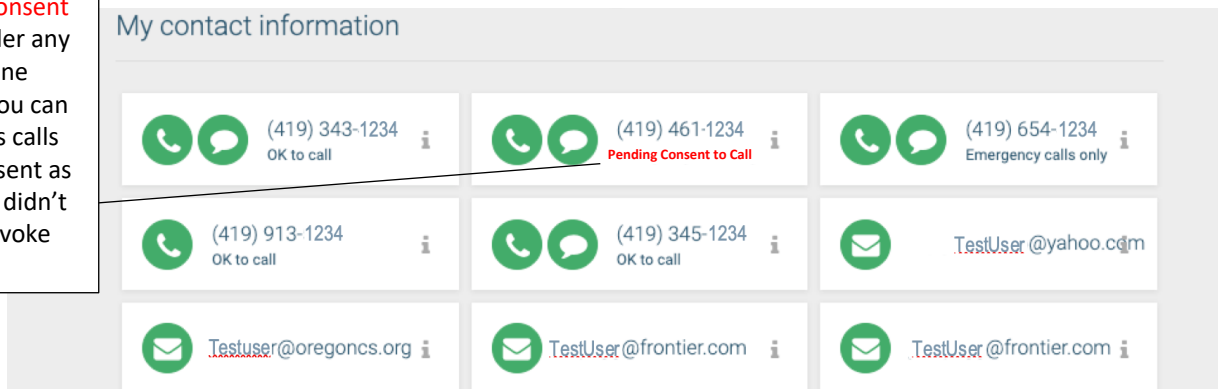**4.** Choose "**Preferences**" to determine how you would like to be contacted for each message type.

There are five message categories:
- Non-School Hours Emergency
- School Hours Emergency
- Attendance
- General
- Survey

There are three ways to be contacted for each category (see screenshot below):
- Phone Call 📞
- SMS Text Message 💬
- eMail ✉️

If you see "Pending Consent to Call" under any of your phone numbers, you can disregard as calls will still be sent as long as you didn't explicitly revoke consent.

My contact information

(419) 343-1234
OK to call

(419) 461-1234
Pending Consent to Call

(419) 654-1234
Emergency calls only

(419) 913-1234
OK to call

(419) 345-1234
OK to call

TestUser @yahoo.com

Testuser@oregoncs.org

TestUser @frontier.com

TestUser @frontier.com

5. Individually click on each Category (e.g. Attendance, General, etc.) to set phone, text message and eMail preferences. Repeat this process for each category.

Alternatively, you can click on each phone number or eMail address on My Contact Info screen to enable/disable messaging sent to that point of contact.


My message preferences

Non-school Hours | School Hours Emergency | Attendance | General
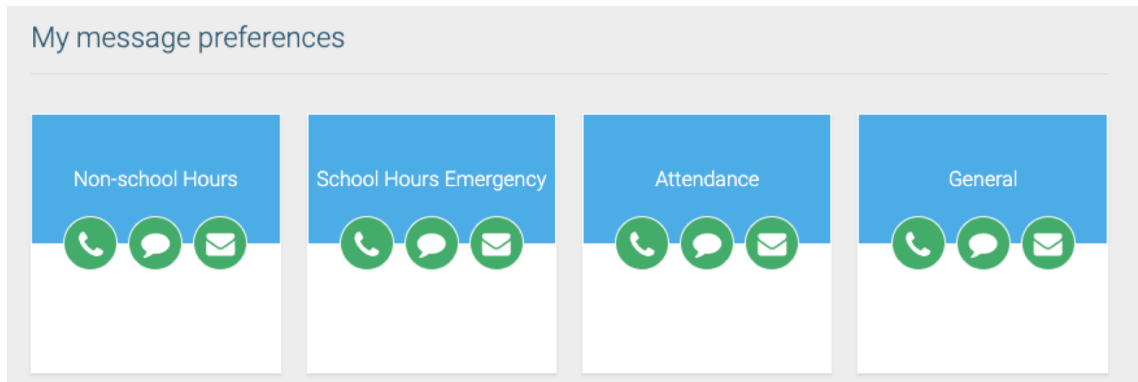
6. A window will open for that Category where you can update your preferences for each contact type. Simply click on any piece of contact info to make that phone number or eMail address active/inactive for that category of messages. (Hint: Most district messages are sent as General Announcements, including messages from the superintendent and building principals).

General
General Announcements

Phone call
- (419) 343–1234   OK to call
- (419) 461–1234   Do not call
- (419) 654–1234   Do not call
- (419) 913–1234   OK to call
- (419) 345–1234   OK to call

Text message
- (419) 343–1234
- (419) 461–1234
- (419) 654–1234
- (419) 345–1234

Email
- SimTestUser@yahoo.com
- TestUse@oregoncs.org
- Testser@frontier.com

Cancel | Save

Update phone number or eMail Address:
To remove/update a phone number or eMail address, please call the phone number below or enter update during the annual re-registration process. *Edits cannot be made through this program.*

Clay High School	419-697-3434
Fassett Jr. High	419-693-0455
Eisenhower Int.	419-836-8498
All K-4 Students	419-693-0661 x3273
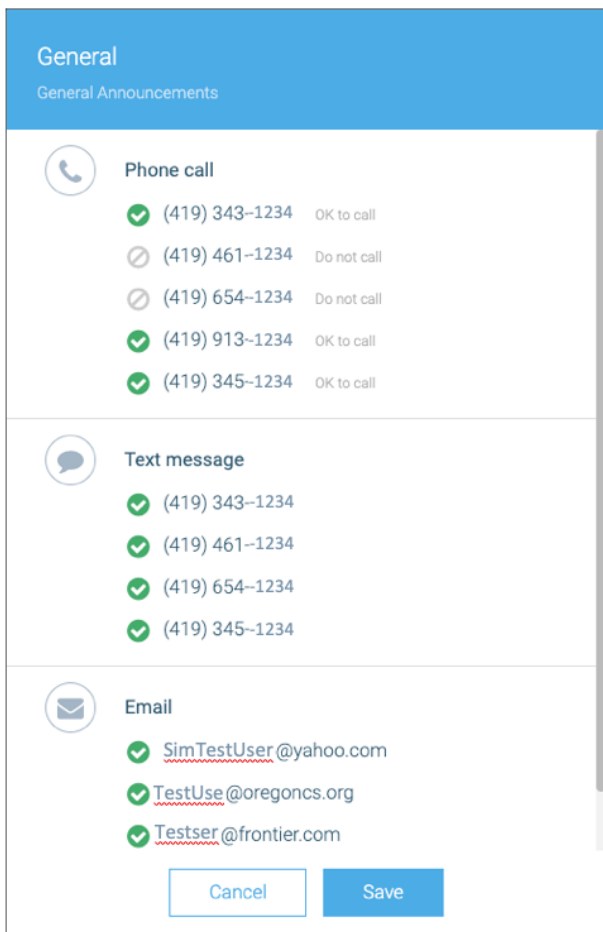
To Opt In or Out of SMS Text Messages:
Send Text to 67587   **Yes** (to Opt-in) or **STOP** (to Opt-out)

Unsubscribed From all e-Mails?
If you clicked "Unsubscribe" from all e-mails on the bottom of any district communication, you placed a Block on your account for all communications. Unfortunately, this block cannot be seen in preferences and can only be removed by contacting the district office. If you updated your eMail preferences and still are not receiving district eMails, call 419-693-0661 x 3273 to see if you are Blocked.

PowerSchool (PS) Notification Preferences

Completely separate from SchoolMessenger, this applies to eMail messages *auto-generated* via PS for grades, attendance and balance alerts. Most parents set this up when they originally setup their parent portal and forget they have access to change their preferences. **You select what type of information you would like to receive AND how often you would like to receive it.**

Sign in to the PowerSchool Parent Portal at https://oregon.ps.nwoca.org/guardian

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- My Schedule
- School Information
- Account Preferences
- Returning Student Registration
- Graduation Pathways

District Code
CRDF

Download on the App Store

GET IT ON Google play

Email Notifications: Your Student Name

Contact Information

Account Email — Your eMail address will display here

What Information Would You Like to Receive?

Summary of Current Grades and Attendance ☑

Detail Report Showing Assignment Scores for Each Class ☐

Detail Report of Attendance ☐

Check to subscribe to any of the listed information types.

Additional Notification Emails

Email Address(es)

(Separate multiple email addresses with commas)

Add additional e-mail address(es) you would like to receive this info for anyone who doesn't have a parent poral (e.g. for a step-parent, mentor or other family).

Frequency

How Often? Every Two Weeks ⇕

Add Frequency – Determine how often you want to receive checked e-mail types from above.

Apply These Settings to All Your Students? ☑

Check to copy settings to all students

Send Now For Claire? ☑

Send a copy now to see what you will receive