# Managing Contacts for SchoolMessenger

Shenandoah County Public Schools uses the **SchoolMessenger Notification System** to provide timely communication to parents/guardians regarding school closings, delays and early dismissals, attendance, general interest activities, and campus and division emergencies. In order to enhance our ability to accurately deliver that information, we kindly request that you manage your contact phone numbers through your PowerSchool Parent Portal account. The SchoolMessenger Contact Manager allows you to control the ways in which you prefer to be contacted. It also works as a mailbox, giving you a place to review messages you may have missed.

If you do not have a PowerSchool Parent Portal account, please contact the main office to obtain information for creating an account. In addition to the SchoolMessenger Contact Manager, the Parent Portal allows parents/guardians to review grades, attendance and teacher comments throughout the school year.

To access the SchoolMessenger Contact Manager within your PowerSchool Parent Portal account, follow the steps listed below:

1. Log into your Parent Portal account. Find the "plug" in the upper right corner of the screen and click on it.
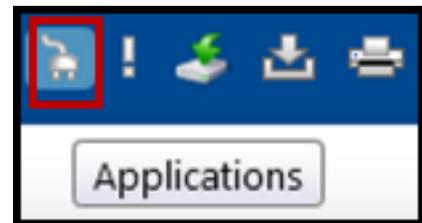
2. Click on "Contact Manager."
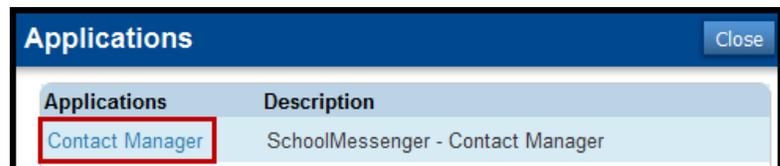
3. The "Messages" tab will show all messages that have been sent to any of your contact numbers. Click on the "Contacts" tab. Then click on "Edit."

4. In the leftmost column, all the phone numbers associated with your student from PowerSchool are listed. Note that at least one number should be checked for Non-school Hours Emergency and **ALL numbers should remain checked for School Hours Emergency.** The last three columns may be edited at your discretion. Note that weather related announcements fall under "General." There is an option, at the bottom of the screen, to add a phone number that is not in PowerSchool and check the associated calls that this number will receive.

5. Note that SMS refers to text messages and we are not using this option at this time. When the check marks from the last three columns have been edited to your preference, click on Save. You are able to revise the Contact Manager at any time via the PowerSchool Parent Portal.