

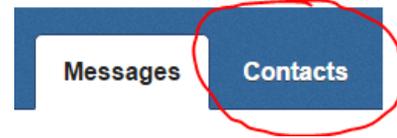
How to manage your contact settings (phone/email/text) using the Parent Portal Contact Manager

Log into the Parent Portal as a parent. <http://ps.newpaltz.k12.ny.us>

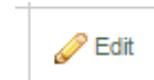
Click on the Contact manager icon. This will take you to our School Messenger Contact Manager web site. Note: Student logins do not have access to the Contact Manager.



Click on the Contacts tab. This should bring up a list of all the children who are linked to you in the Parent Portal.



Click on the Edit pencil to modify your phone, email, and text settings. If you have more than one child in the District, it doesn't matter which pencil (child) you click on. School Messenger will save the settings for all your children at the same time.



Verify that your correct phone numbers are listed in the top "Phone" section, in case we need to give you a (voice) phone call. These numbers come out of our PowerSchool system. If they are not correct, please call your child's school at 845-256-4000 and let us know your new phone numbers. Once we add a new cell # into our system, you will receive an opt-in text invitation on the next business day. Please verify your email addresses also, since we (especially teachers) use email.

Phone	VOICE phone calls									
(845) 555-1212	<input type="checkbox"/>	Before School Hours Emergency	<input checked="" type="checkbox"/>	During School Hours Emergency	<input checked="" type="checkbox"/>	Attendance	<input checked="" type="checkbox"/>	General	<input checked="" type="checkbox"/>	Survey
(845) 532-1234	<input checked="" type="checkbox"/>	Before School Hours Emergency	<input checked="" type="checkbox"/>	During School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
(845) 901-1111	<input checked="" type="checkbox"/>	Before School Hours Emergency	<input checked="" type="checkbox"/>	During School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
(914) 555-9999	<input type="checkbox"/>	Before School Hours Emergency	<input checked="" type="checkbox"/>	During School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
(845) 255-7654	<input type="checkbox"/>	Before School Hours Emergency	<input checked="" type="checkbox"/>	During School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
(845) 555-1212	<input type="checkbox"/>	Before School Hours Emergency	<input checked="" type="checkbox"/>	During School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
(845) 555-1212	<input type="checkbox"/>	Before School Hours Emergency	<input type="checkbox"/>	During School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General	<input type="checkbox"/>	Survey
Email										
jdoe@hvc.rr.com	<input type="checkbox"/>	Before School Hours Emergency	<input checked="" type="checkbox"/>	During School Hours Emergency	<input checked="" type="checkbox"/>	Attendance	<input checked="" type="checkbox"/>	General	<input type="checkbox"/>	Survey
rsmith@aol.com	<input type="checkbox"/>	Before School Hours Emergency	<input checked="" type="checkbox"/>	During School Hours Emergency	<input checked="" type="checkbox"/>	Attendance	<input checked="" type="checkbox"/>	General	<input type="checkbox"/>	Survey
Text (Mobile)										
(845) 532-1234	<input checked="" type="checkbox"/>	Before School Hours Emergency	<input type="checkbox"/>	During School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General		
(845) 901-1111	<input checked="" type="checkbox"/>	Before School Hours Emergency	<input type="checkbox"/>	During School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General		
(914) 484-4321	<input checked="" type="checkbox"/>	Before School Hours Emergency	<input checked="" type="checkbox"/>	During School Hours Emergency	<input checked="" type="checkbox"/>	Attendance	<input checked="" type="checkbox"/>	General		
Text	<input type="checkbox"/>	Before School Hours Emergency	<input type="checkbox"/>	During School Hours Emergency	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	General		

Make sure all your cell phones are listed here if you want to receive a text from us. You can type in additional cell phones, such as a babysitter, emergency contact, or child.

Verify that the appropriate boxes are checked for voice, email, and text. NOTE: We will not give you a voice call or email at 6 a.m. for a "before school hours emergency" (closing or delay), even if the boxes are checked. We will only send a text message for a "before school hours emergency".

You can add up to two custom cell numbers in the Text (Mobile) section. For example, you might want a copy of the text message sent to a babysitter, emergency contact, or child; so you can type that cell phone number in manually into the last 2 boxes. Check the appropriate boxes and click SAVE.

Once your numbers are in our system, you need to send a text message to 67587 with the letter "Y" (no quotes needed) in the body of the text. You should receive a confirmation that you are opted in to text messaging.

