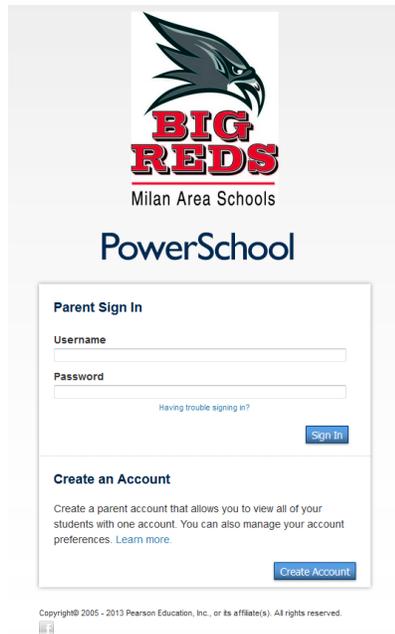




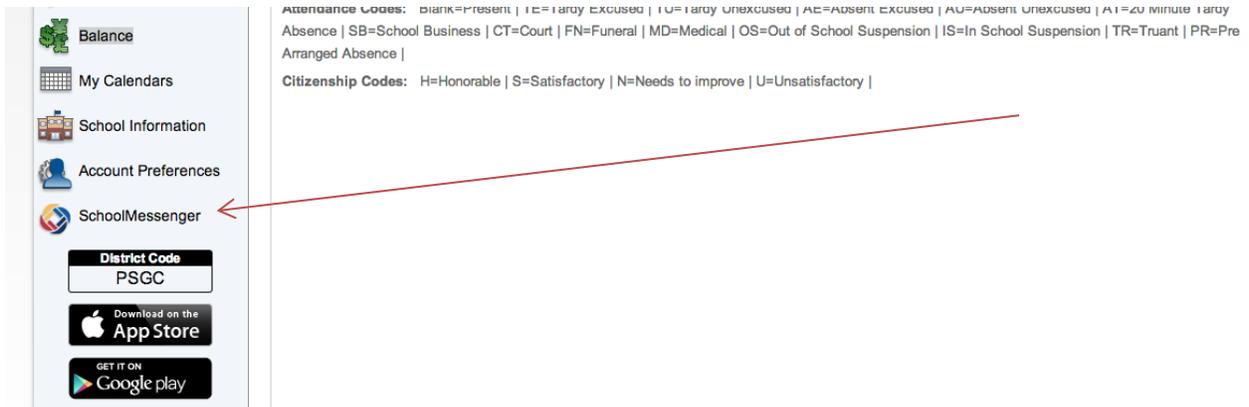
**Parent Guide to Updating SchoolMessenger Contact  
Preferences in PowerSchool Parent Portal**

Your first step is to login to your PowerSchool Parent Portal account.



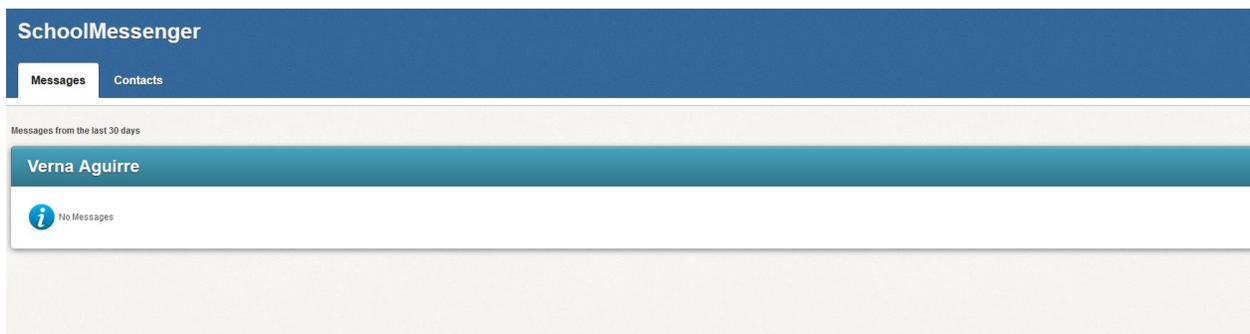
Your PowerSchool login URL: <https://ps.milan.k12.mi.us/public/home.html>

Once you have accessed your Parent Portal account, you will see a SchoolMessenger link in the left navigation side bar.

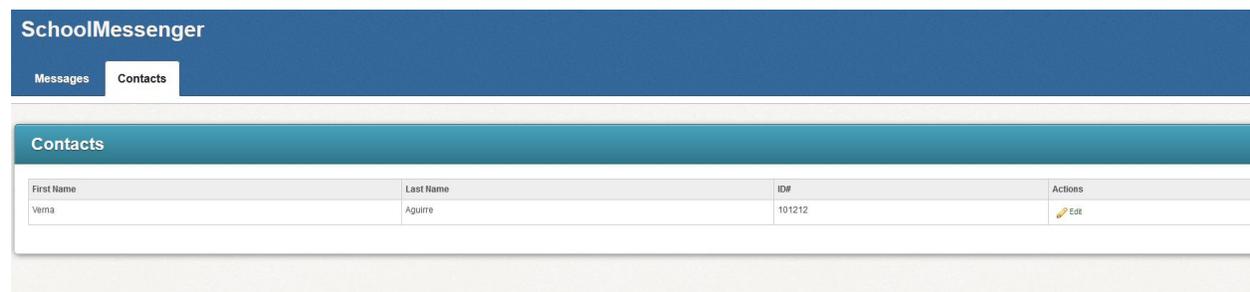


Once you find the SchoolMessenger link, click on the link. This will take you to your SchoolMessenger Contact Manager account. This will show you every student you are associated with inside PowerSchool, and the contact preferences for each student.

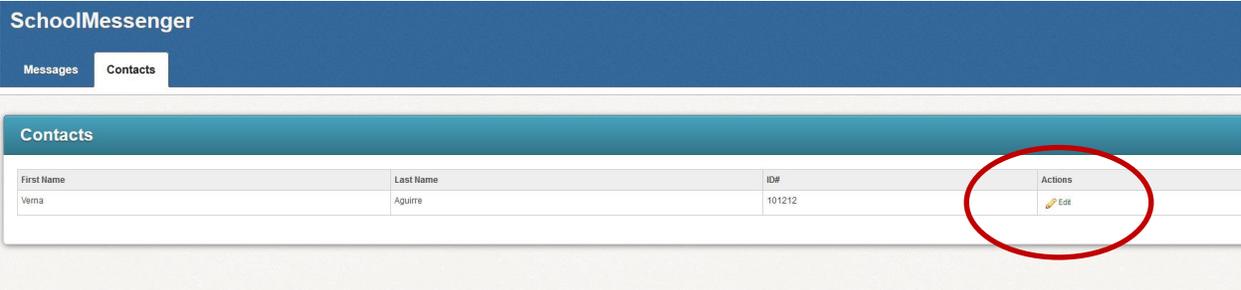
The first tab you will see is the Messages tab. This will show you any messages that were sent for your student(s) within the last 30 days.



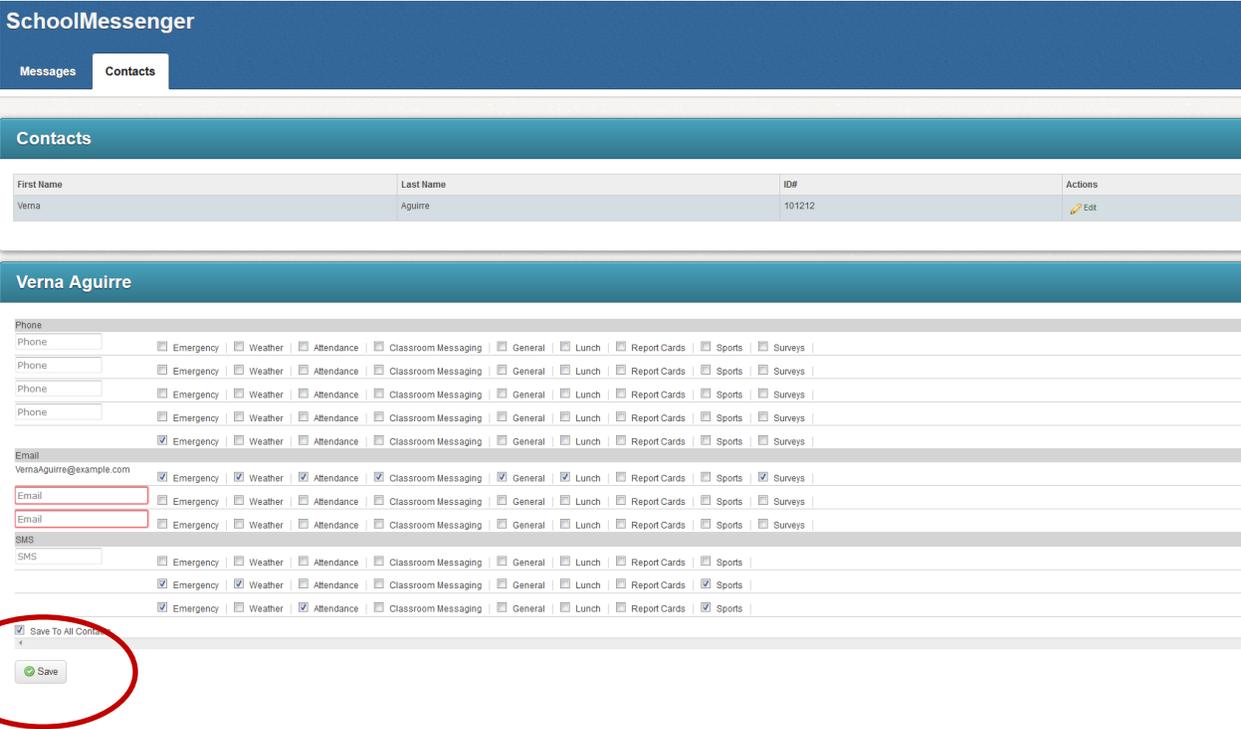
The second tab is your Contacts tab. Clicking on that tab will show your student(s)' contact information, which can be edited.



To view and edit the contact preferences for each student, click on the Edit link on each line.



This opens the contact preferences for that student. You can make changes here, which will be reflected in SchoolMessenger. Click "Save" at the bottom of the window to save your changes!



Your contact preferences have been updated! Repeat for each student you are associated with in the system.