

# Manassas Park City Schools

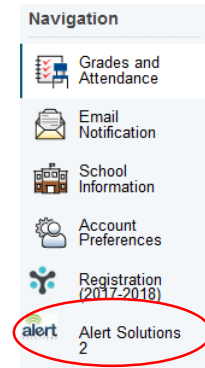
## PowerSchool Parent Portal – Setting Communication Preferences

### Login to PowerSchool

- Go to <https://ps.mpark.net/public> to sign in to the PowerSchool Parent Portal

The screenshot shows the PowerSchool login interface. At the top, there is a 'PowerSchool' logo. Below it, the heading 'Student and Parent Sign In' is displayed. There are two buttons: 'Sign In' and 'Create Account'. A 'Select Language' dropdown menu is set to 'English'. Below that are input fields for 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is at the bottom right.

### Click on the Alert Solutions 2 link



### Managing Contact Preferences

- Click on the Contact Preferences tab to manage how you will be contacted
- Contact information will be listed at the top of the page for phone, email and text
- Contact information will be listed for each category to be contacted by phone, email and text
- Any Emergency Alert Communications will be sent to all available contacts

The screenshot shows the 'Contact Preferences' page in the PowerSchool Parent Portal. At the top, there are tabs for 'My Messages', 'Contact Preferences', and 'Subscriber Information'. The page is divided into three main sections: 'Student Information', 'Category', and 'Emergency Alert'.  
1. 'Student Information': This section contains a profile picture placeholder, 'Name:', 'Student ID:', and 'Grade:'. To the right, there are three columns of contact information: 'Phone' (Home Phone, Father Day Phone, Parent Cell 2), 'Email' (Parent Email 2, Parent Email 1), and 'Sms' (Parent Cell 2, Parent Cell 1).  
2. 'Category': This section has a header 'Click and hold to drag and drop the contact information above to appropriate box below'. It contains three columns of contact information: 'Phone' (Home Phone, Father Day Phone, Parent Cell 2, Parent Cell 1, Mother Day Phone), 'Email' (Parent Email 2, Parent Email 1, Guardian Email), and 'Sms' (Parent Cell 2, Parent Cell 1).  
3. 'Emergency Alert': This section contains three columns of contact information: 'Phone' (Home Phone, Parent Cell 2, Parent Cell 1), 'Email' (Parent Email 2, Parent Email 1, Guardian Email), and 'Sms' (Parent Cell 2, Parent Cell 1). Each contact information box has a small circular icon with a checkmark inside.

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### Removing a contact from a category

- Click on the x to remove a contact from a category to be contacted by phone, email or text
  - Example: You may only want one cell phone contacted for snow days or you may only want to receive texts on snow days
- Emergency Alert contacts cannot be removed from that category
- Click on the Save button

**Before**

**After**

### Adding a contact to a category

- Click and hold to drag contact information from the top to the category box below
- Click on the Save button

# Manassas Park City Schools

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### Updating Contact Information

- Click on the Subscriber Information tab
- Update contact phone numbers or emails
- Click on the Save button
- Building staff will receive an email when contact information changes occur and will update in PowerSchool

The screenshot shows the 'Contact Preferences' section of the PowerSchool Parent Portal. At the top, there are three tabs: 'My Messages', 'Contact Preferences', and 'Subscriber Information'. The 'Contact Preferences' tab is active. Below the tabs, the form is titled 'Contact Preferences' and contains several input fields for contact information:

Field Name	Input Type
Home Phone	Text input
Father Day Phone	Text input
Parent Cell 2	Text input
Parent Email 2	Text input
Parent Cell 1	Text input
Parent Email 1	Text input
Guardian Email	Text input
Mother Day Phone	Text input

### Update all Students

- Repeat this process for each student if you have more than one child in Manassas Park City Schools
- You will see their names in the blue bar at the top of the page

The screenshot shows the navigation menu of the PowerSchool Parent Portal. At the top, there are two tabs: 'Sue' and 'James'. Below the tabs, the navigation menu is titled 'Navigation' and contains several options with icons:

- Grades and Attendance
- Email Notification
- School Information
- Account Preferences
- Registration (2017-2018)
- Alert Solutions 2