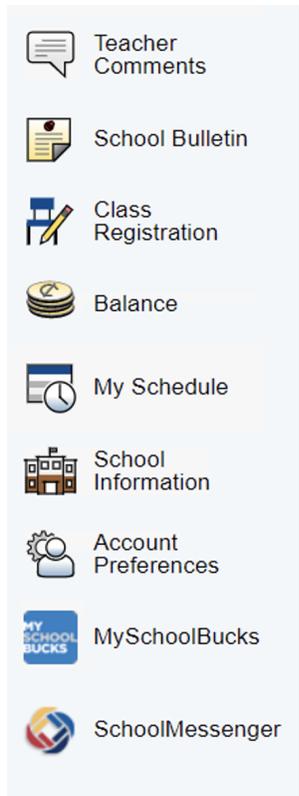


SchoolMessenger uses the Home Phone field and the Guardian Email field from registration to populate the calls/emails. Adjustments can be made for calls and emails via the PowerSchool Parent Portal.

Login to the PowerSchool Parent Portal, found [here](#). ***This cannot be done in the PowerSchool App.** *If using a phone, open a browser and login to the PowerSchool Parent Portal.*



Once logged in, scroll down. On the left side of the screen, click on the SchoolMessenger icon, shown below.



SchoolMessenger will open up to the Messages page. Navigate to the Preferences by clicking on the three stacked lines in the upper left hand corner.



Select Preferences from the drop down. New Prairie United School Corporation should be listed as the school district. Contact information is shown below along with preferences below the numbers and emails.



Click the Add More icon to add emails and phone numbers.

Contacts can be deleted by clicking the “x” within an existing email or phone number block, under My Contact Information.

Scroll down further to see My Message Preferences. Clicking on them will bring up a new dialog box where settings can also be adjusted.