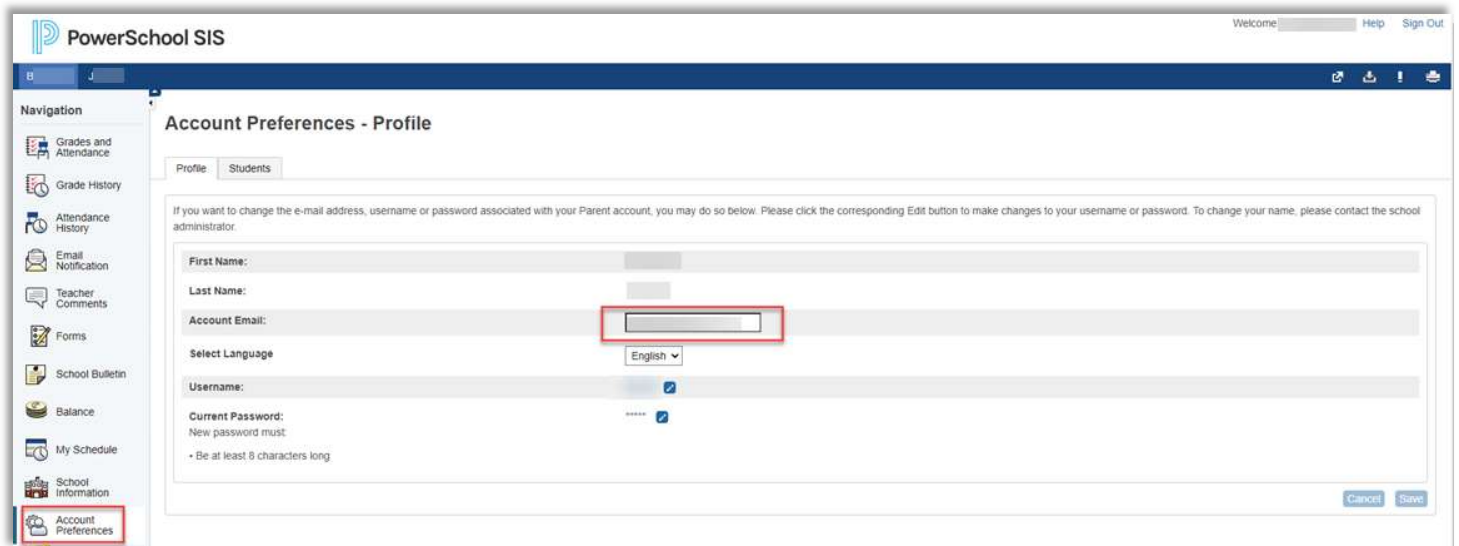


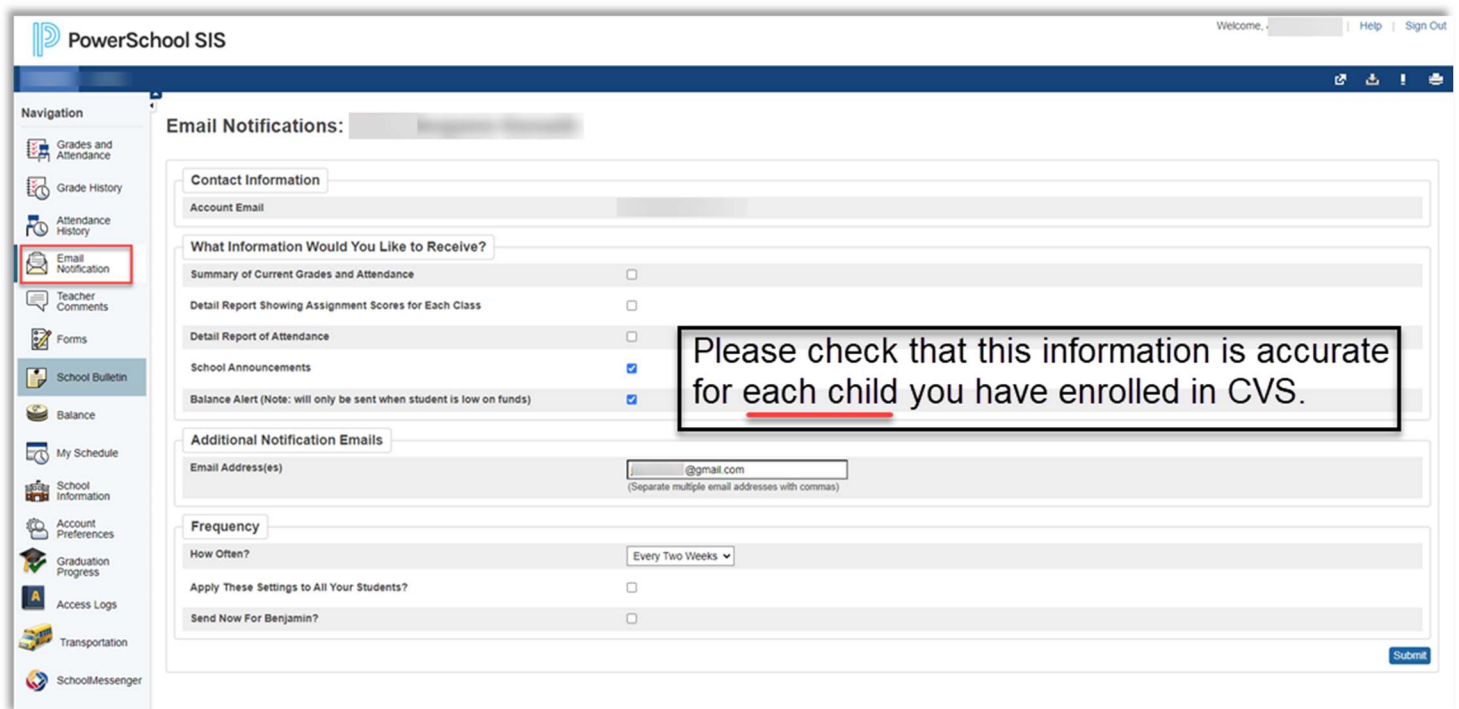
Parent Portal – Establishing Primary Email and Accessing Notification Settings

- Check your contact information listed on your Parent Portal yearly and update as needed.
- To check the email you have on file, in the left column, click the Account Preferences tab.
- Ensure that your account email listed is the main email address you'd like to use.



The screenshot shows the 'Account Preferences - Profile' page in the PowerSchool SIS system. The left navigation menu has 'Account Preferences' highlighted with a red box. The main content area shows a form with fields for 'First Name', 'Last Name', 'Account Email', 'Select Language', 'Username', and 'Current Password'. The 'Account Email' field is highlighted with a red box. Below the form are 'Cancel' and 'Save' buttons.

- Under the Email Notification tab, you can add additional email addresses that you would like to be included on district communications.



The screenshot shows the 'Email Notifications' page in the PowerSchool SIS system. The left navigation menu has 'Email Notification' highlighted with a red box. The main content area shows a form with sections for 'Contact Information', 'What Information Would You Like to Receive?', 'Additional Notification Emails', and 'Frequency'. The 'Email Notification' tab is highlighted in the left navigation menu. A text box highlights the instruction: 'Please check that this information is accurate for each child you have enrolled in CVS.'