



# ACES SCHOOLMESSENGER CONTACT PREFERENCES

Parents and guardians may wish to choose which contact numbers are called by ACES automated notification system, SchoolMessenger. This system is used to notify families of school cancelations, delays and other important information. The following directions will allow individuals to customize their contact preferences.

1. Log-in to your PowerSchool Parent Portal account. (If you do not have an account please contact your student's school.)
2. In the left menu pane, you will see a link for SchoolMessenger. Click on this link.
3. You are now in the SchoolMessenger application. Your child or children's names will be listed as well as any messages sent out within the last 30 days. To edit your contact preferences, simply click on the tab labeled **Contacts**.
4. Click on the word **Edit** next to the yellow pencil  and you can update your preferences. You may choose which telephone numbers and email addresses you'd like to use for different types of messages. You may add two additional telephone numbers, two additional email address and up to three numbers for text messages. At least one telephone number must be designated as an emergency and attendance number. The first four telephone numbers and the two email addresses are part of your student's record in PowerSchool. If those have changed, please contact your school office. Once they are changed in PowerSchool they will automatically update in SchoolMessenger. **Remember to click  when you are done.**



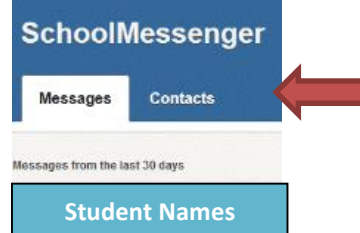
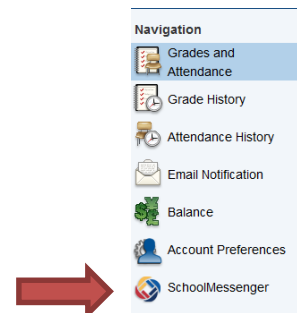
Parent Sign In



Username

Password

[Having trouble signing in?](#)

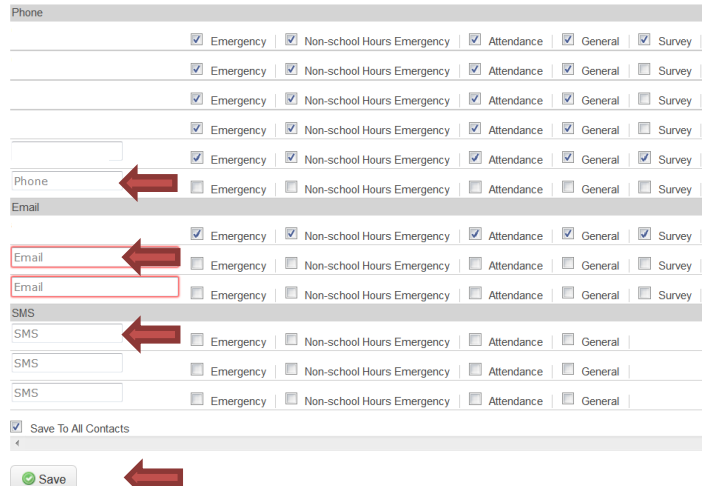


SchoolMessenger

Messages Contacts

Messages from the last 30 days

Student Names



Phone	Emergency	Non-school Hours Emergency	Attendance	General	Survey
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email	Emergency	Non-school Hours Emergency	Attendance	General	Survey
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SMS	Emergency	Non-school Hours Emergency	Attendance	General
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save To All Contacts