

# CUSTOM NOTIFICATIONS THROUGH PARENT PORTAL


Parent Portal allows parents to set up custom notifications for phone and email. This is accomplished through a service called SchoolMessenger. In the event that school must be delayed or closed due to severe weather or an emergency situation, we rely on multiple outlets to give our families options. Learn more about staying informed at [Notifications.BuncombeSchools.org](http://Notifications.BuncombeSchools.org).

## 1 Update Contact Info

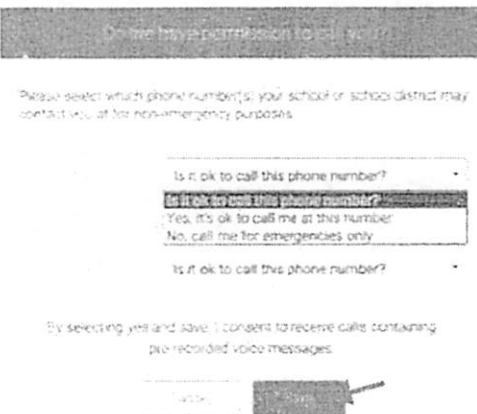
After using the Parent Portal to update your phone and email contacts, it will take up to a day for this information to be available to SchoolMessenger's notifications tools. Login at [Portal.BuncombeSchools.org](http://Portal.BuncombeSchools.org).

## 2 Open SchoolMessenger

By the next business day, this information will be available for customization in SchoolMessenger. Log in to the Parent Portal to access the SchoolMessenger service.

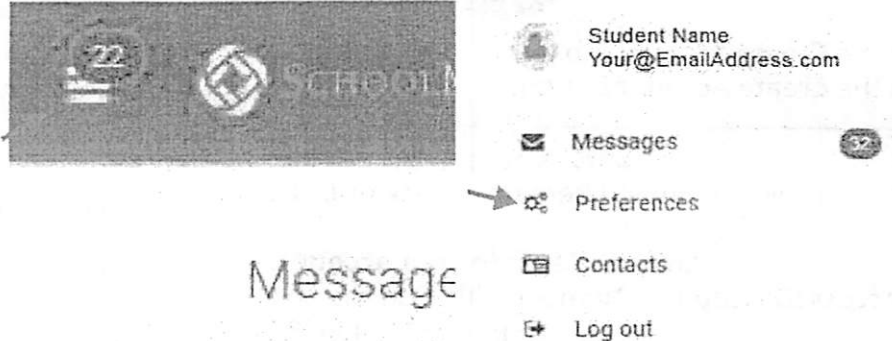
 SchoolMessenger ← Look for this button in the Parent Portal Navigation menu. (Left side of screen, at the bottom.)

## 3 Grant Permission



SchoolMessenger will ask your permission to call certain numbers after an update. Verify your permissions and click Save.

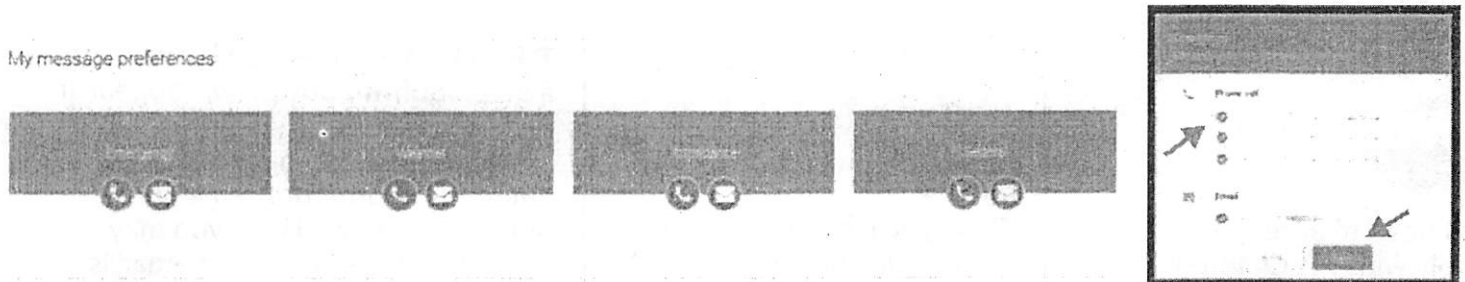
## 4 Open Preferences Menu



Open the menu in the upper left of the page. (It appears as 3 horizontal lines.) Then, select Preferences.

## 5 Set Message Preferences

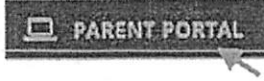
You are now ready to set your preferences for each message type! Click on a message type (including Emergency, Weather, Attendance, and General) under My Message Preferences. Then, select which phone numbers and email addresses you want to use for each message type and click Save. *Remember: Adding phone numbers and email addresses is done under the Contact Information button in Parent Portal (as per step #1).*



## NEW TO PARENT PORTAL?

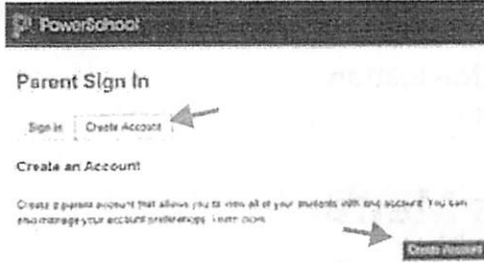
The PowerSchool Parent Portal connects parents to their child's education. In addition to managing student contact and medical information, parents have real-time access to attendance, grades and assignments, notifications preferences, and more. These instructions will help you get started!

### 1 Portal.BuncombeSchools.org



Visit Portal.BuncombeSchools.org to access the Parent Portal. Alternately, on your school's website, look for the Parent Portal button.

### 2 Create an Account



Click the Create Account tab, and then the Create Account Button.

#### Create Parent Account

##### Parent Account Details

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Email \_\_\_\_\_  
Desired Username \_\_\_\_\_  
Password \_\_\_\_\_  
Re-enter Password \_\_\_\_\_  
Password must \*Be at least 7 characters long

##### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1
Student Name _____
Access ID _____
Access Password _____
Relationship <small>-- Choose</small>

Enter your parent details:

First/Last Name, Email, Username, Password, etc.

Link students to your account:

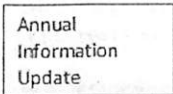
Access ID is Student Number with Z on the end  
Example: 12345678Z

Access Password is Student's Date of Birth:  
Example: 4232001 for April 23 (no leading zeroes)

Scroll to bottom and select Enter.

### 3 Update Contact Info

Log in using your new Username and Password. Select the Contact Information button at the bottom of the main menu to update your address, phone numbers, emergency contacts, etc. (When re-enrolling a current student, this section will also prompt your for student medical information.)



Look for this button in the Parent Portal Navigation menu. (Left side of screen, near the bottom.)

To comply with COPPA, I affirm that I am 13 years or older.



You'll need to agree to comply with the Children's Online Privacy Protection Act (COPPA) to begin.

Date of Birth for Kevin  
The date of birth must be in MM/DD/YYYY format.

\_\_\_\_\_

Then, you'll be prompted to enter your child's date of birth as mm/dd/yyyy (Example: 04/23/2001).

**TIPS:** Once each section is complete, a green Submit button will appear. If no such button appears, please look for **required** areas in red text, and enter this information. • If a phone number is not available, you may enter 828-000-0000. • If no email is available, look for a check box to indicate no email address.