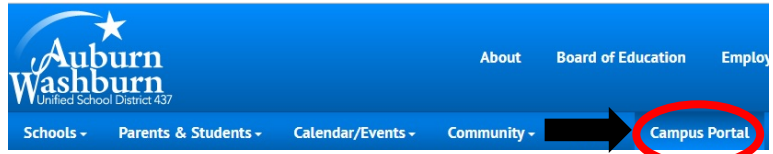


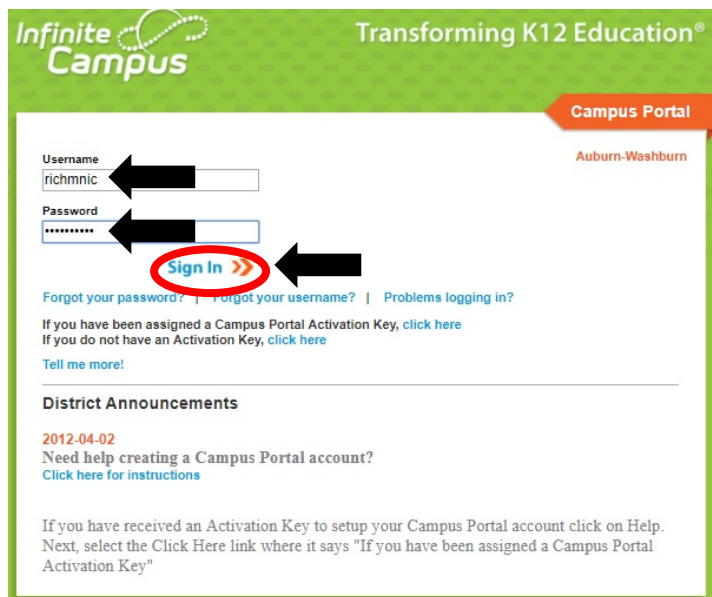
Changing Contact Preferences in Parent Portal

Teachers often send school newsletters and class notes to parents via email. In order for you to receive email messages from teachers, your Parent Portal account must have a current email address registered with the system AND you must give teachers permission to contact you via email. Please follow the instructions below to ensure you have a current email address in Parent Portal and that the proper contact preferences are set.

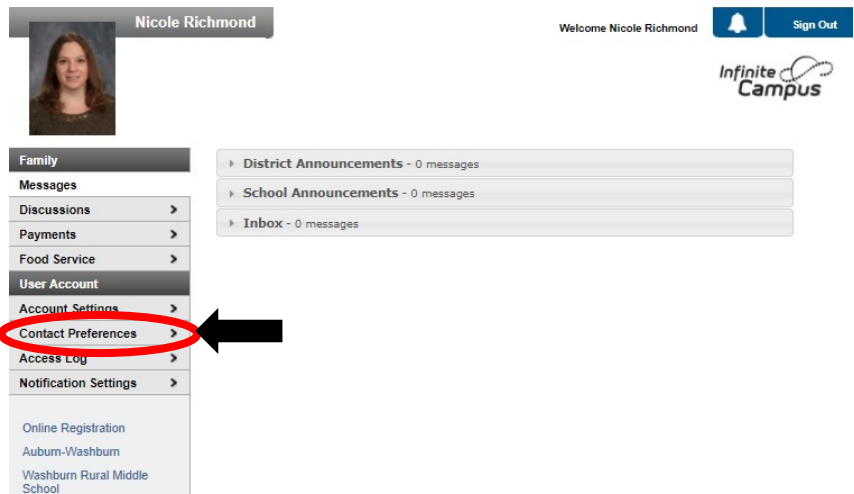
- 1.) On the USD 437 website (usd437.net), click on **Campus Portal**.



- 2.) Enter your Campus Portal username and password.
- 3.) Click **Sign In**.



- 4.) Click **Contact Preferences** on the left side of the page.




5.) Check the email address listed at the top of the page to ensure it is current.

6.) Next to the Email section at the bottom of the page, put a check mark in the box under the column labeled Teacher.

7.) Click **Save**.

Message Contact Preferences

Email Address: 

Secondary Email Address:

Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive that message. You may select to receive a message on more than one device.

To change or add a phone number you will need to contact your school's administrative offices.

Please check the Text(SMS) check box if you would like to receive text messages sent by the school.

- If Text (SMS) option is enabled message and data rates may apply. Charges are dependent on your service plan which may include fees from your carrier to send and receive these text (SMS) messages.
- To opt out uncheck the text (SMS) box anytime.
- For support contact your district.

* You must be a household guardian to edit the household phone preferences.

		Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
*Household Phone (785)-	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone (785)-	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (richmnic@usd437.net)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



† Your district may send some communications in languages other than English. If you prefer to be contacted in another language please specify your preferred language.

Preferred Language:

