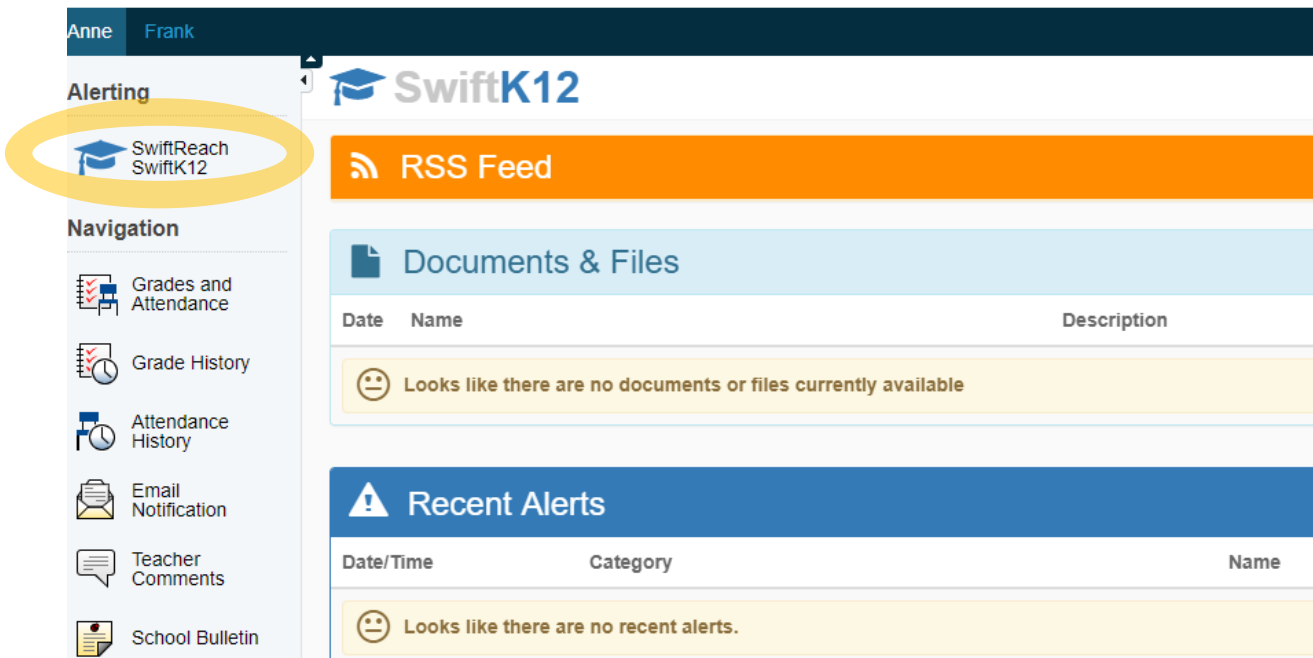


Instructions to Update Alert Contact Preferences

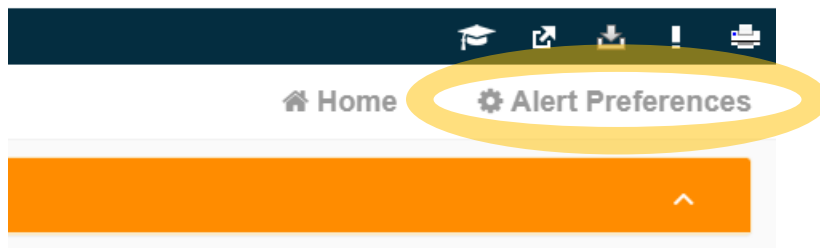
Log in to your [Parent PowerSchool account](#). If you have trouble logging in, contact Kelly Mussehl at kmussehl@holyfamilydbq.org.

SwiftK12 is integrated with the existing PowerSchool Parent Portal. When you log in to the Parent Portal (we suggest using Chrome or Firefox), you will now see a link called **SwiftReach SwiftK12** on the left navigation pane under Alerting.

Below is the view of the home page once inside the PowerSchool Parent Portal – SwiftK12 Link:



To change or review your alert contact preferences, click **Alert Preferences** on the top right of the screen.



After clicking on Alert Preferences your Contact Information page will load.

SwiftK12 Home Alert Preferences

Contact Information - Daren Dugger

Basic Information + Add New Field

Email (Current)	test@test.test	Edit	Alert Preferences	Delete
Email (Additional)	ddugger@alertsolutions.com	Edit	Alert Preferences	Delete
Email (Current)	rtetzlaiff77@gmail.com	Edit	Alert Preferences	Delete
Landline (Daytime)	5735184463	Edit	Alert Preferences	Delete
Landline (Daytime)	4012438421	Edit	Alert Preferences	Delete
Landline (Work)	2012361344	Edit	Alert Preferences	Delete
Mobile (Mobile)	9088686095	Edit	Alert Preferences	Delete

If you would like to add an additional contact method (email address or phone number) click the green box labeled **+ Add New Field**. Once you have clicked Add New Field, a New Contact Field will appear.

+ New Contact Field

Select a Field Type

Landline Mobile Email

Select Option: Daytime

Enter Field Data: Enter Field Data

Save Cancel

If you would like to edit an existing contact method, click the blue **Edit** button next to the contact information you would like to edit. The Edit Field box will appear. This field will enable you to select preferences for SMS text alerts or voice calls to the phone numbers listed.



If you have questions, please contact Kelly Mussehl at kmussehl@holyfamilydbq.org.