

The SchoolMessenger system now affords parents the ability to manage SchoolMessenger contacts and call preferences right through the PowerSchool Parent Portal. All TVES parents already have access to the parent portal for items such as lunch balances and attendance, and now the ability to manage contacts has been securely embedded in the portal. Access to the contact manager is easy and requires no setup.

Simply access your Parent PowerSchool account, select the applications icon in the upper right hand corner, select contact manager, select contacts, select edit.

The contact manager allows you to make any changes in your calling and email preferences as well as allows you to access messages and emails from the past 30 days. **Please note that changes in phone numbers in the contact manager will not be reflected in the PowerSchool database used by TVES to contact parents. If there is a change in any of your contact information, you still need to inform the school office for the change to be made in the PowerSchool database.** The contact manager is not intended to record permanent changes, only to allow the convenience of managing how messages will be delivered to you. You can make changes in the contact manager as often as you feel necessary.

We hope this new functionality affords our parents the flexibility and convenience of being able to manage their calling and email preferences at any time.

PowerSchool Parent Portal Access SM Contact Manager through “box with upward arrow”



SM Contact Manager- Settings for phone and email.

The image shows a screenshot of the SM Contact Manager settings page. It features a list of contacts with checkboxes for various preferences. The preferences are organized into two sections: one for phone numbers and one for email addresses. Each contact has a row of checkboxes for 'Emergency', 'Non-school Hours Emergency', 'Attendance', 'General', and 'Survey'. Some checkboxes are checked (indicated by a blue checkmark), while others are unchecked.

Click on all appropriate boxes for each phone number listed.

Click on all appropriate boxes for each email listed.