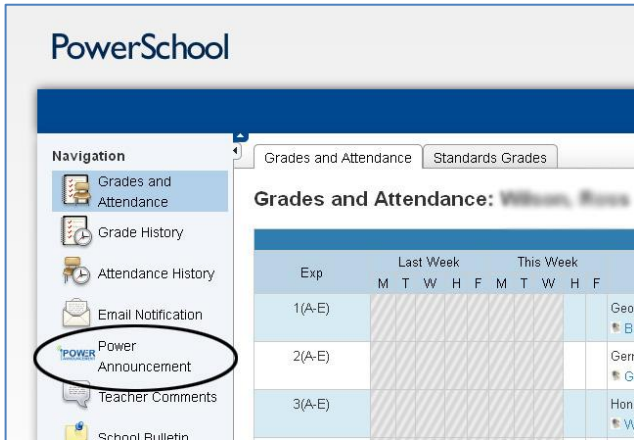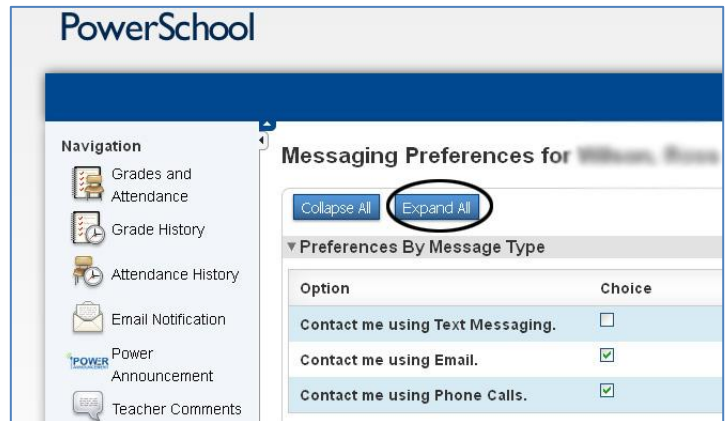# GUIDE TO POWERANNOUNCEMENT PARENT PORTAL

1. After logging into PowerSchool for parents from the District website (www.wtps.org), you will encounter this screen. **Click on PowerAnnouncement** from left navigation bar (circled):

2. On the next screen, **click on the button for "Expand All"** (circled) to bring up all preferences:

3. This brings you to the final screen where you can enter your contact information, which you see below.

In some cases, we will use text messaging as an **additional** form of communication. If you would like to receive text, you must opt-in by checking the box at the top.

In **Preferences By Contact Field**, you can enter a Primary/Home Phone, a Secondary Phone, four Emergency Phone numbers, and Primary and Secondary email addresses. The Primary and Secondary phone numbers will receive ALL voice calls from the District. The four emergency phone numbers will only receive emergency notification calls. Primary and Secondary email addresses will receive all emails from the District.

In the **Preferences by Message Category**, you can choose which way you want to be informed depending on the type of message the District is sending. Keep in mind that the Text category will remain blank unless you activate it with the *Contact me using Text Messaging* button at the top of the screen.

Important note: If you do not wish to receive correspondence from the District, deselect the Choice buttons at the top of the screen. We recommend you leave your Home/Primary phone number in its box so that you will receive emergency notifications, but that is entirely up to you. If you have any questions about this process, you can contact Matt Pesyna in the Student Registration, Data and information office at (856) 589-6644, Ext. 6510, or by email at mpesyna@wtps.org.

IF YOU HAVE MORE THAN ONE CHILD IN THE DISTRICT, YOU WILL NEED TO PROVIDE UPDATED INFORMATION FOR EACH OF YOUR CHILDREN OR YOU MAY MISS OUT ON SCHOOL-SPECIFIC ANNOUNCEMENTS.

Please be aware that the parent portal will not be open until September 17, 2012. After that date, you can make any changes to your PowerAnnouncement contact information at any time. Thank you for your patience and cooperation!