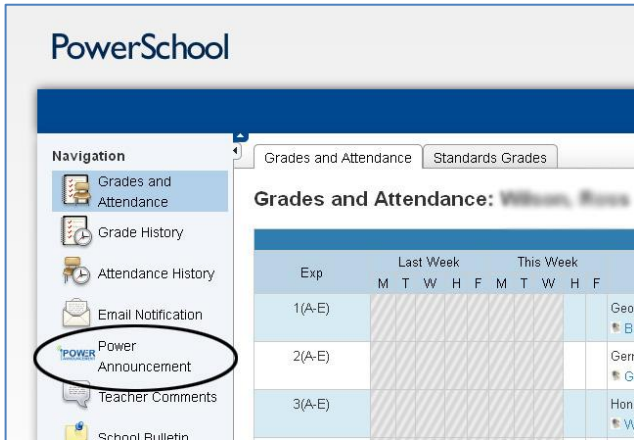
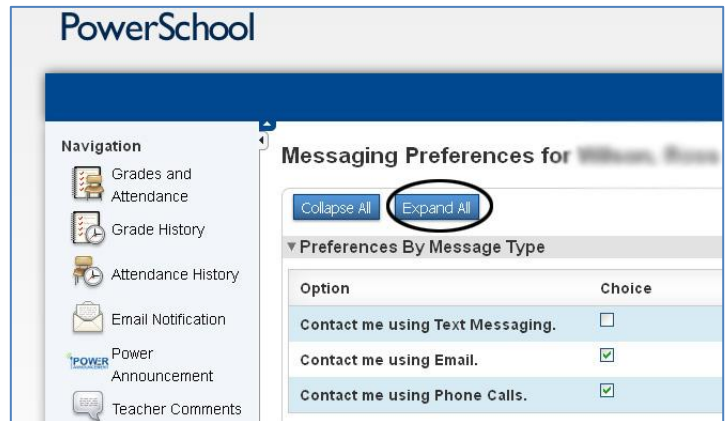


GUIDE TO POWERANNOUNCEMENT PARENT PORTAL

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.

Messaging Preferences for William, Steve

Preferences By Message Type

Option	Choice
Contact me using Text Messaging.	<input type="checkbox"/>
Contact me using Email.	<input checked="" type="checkbox"/>
Contact me using Phone Calls.	<input checked="" type="checkbox"/>

Preferences By Contact Field

Field	Data	Option
Secondary Phone(all calls)	<input type="text"/>	Send Phone Calls <input checked="" type="checkbox"/> Send Text <input type="checkbox"/>
Emergency Phone 1 (only emerg. calls)	<input type="text"/>	Send Phone Calls <input checked="" type="checkbox"/> Send Text <input type="checkbox"/>
Emergency Phone 2 (only emerg. calls)	<input type="text"/>	Send Phone Calls <input checked="" type="checkbox"/> Send Text <input type="checkbox"/>
Emergency Phone 3 (only emerg. calls)	<input type="text"/>	Send Phone Calls <input checked="" type="checkbox"/> Send Text <input type="checkbox"/>
Emergency Phone 4 (only emerg. calls)	<input type="text"/>	Send Phone Calls <input checked="" type="checkbox"/> Send Text <input type="checkbox"/>
Home/Primary Phone (all calls)	856-589-7066	Send Phone Calls <input checked="" type="checkbox"/>
Primary Email	mewils@verizon.net.pe	Send Emails <input checked="" type="checkbox"/>
Secondary Email	ccloud@wtps.org	Send Emails <input checked="" type="checkbox"/>

Preferences By Message Category

Category	Message Types to Recieve
Emergency Notifications	Emergency Messages will be sent to all available contact methods
Student Bulletins	Text <input type="checkbox"/> Email <input type="checkbox"/> Voice <input checked="" type="checkbox"/>
Attendance Notifications	Text <input type="checkbox"/> Email <input type="checkbox"/> Voice <input checked="" type="checkbox"/>
School Cancellation Messages	Text <input type="checkbox"/> Email <input type="checkbox"/> Voice <input checked="" type="checkbox"/>
General Announcements	Text <input type="checkbox"/> Email <input type="checkbox"/> Voice <input checked="" type="checkbox"/>

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!