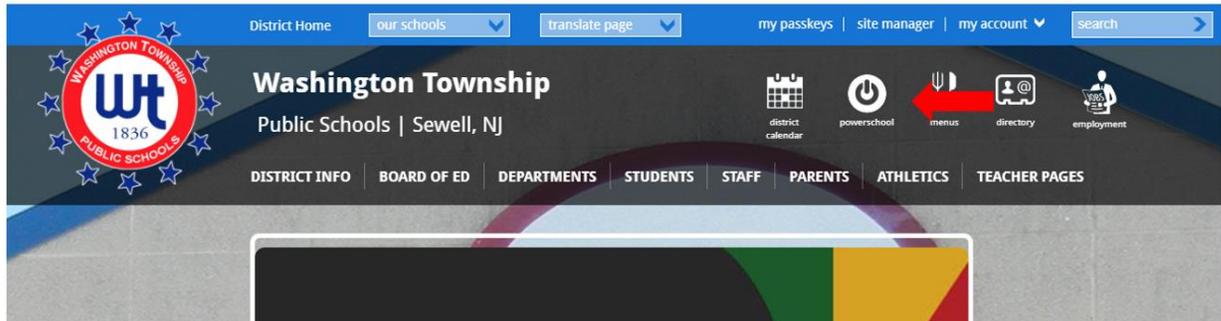


Completing the Email, Voice, and Text Notification Update Form

1. Log in to your [PowerSchool Unified Classroom Parent account](#). (You cannot access the form using your child's log-in information/account. It must be a PARENT account). To easily access the Unified Classroom login, go to our website www.wtps.org. Click on the **PowerSchool** icon.



2. Click on the **yellow box** to log in to your PowerSchool Unified Classroom Parent account.



3. In the PowerSchool ID field, enter the email address connected to your PowerSchool Unified Classroom account and then enter your password. Click on the blue "SIGN IN" button.

Welcome to Unified Classroom!

Sign in with your PowerSchool ID.

PowerSchool ID ⓘ

Enter the email address connected to your Unified Classroom Account

Password

Enter your password

Forgot Password?

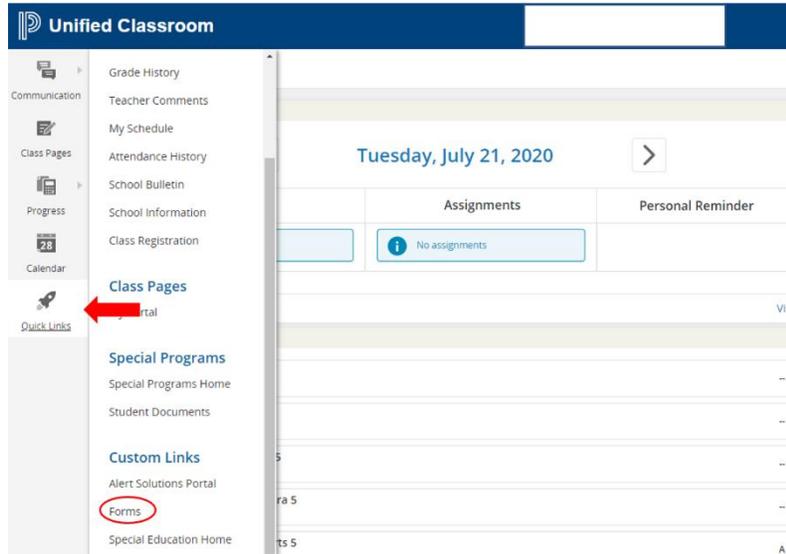
Sign In

— OR —

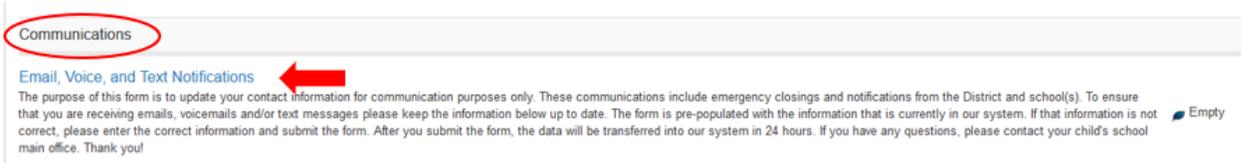
Sign In With Microsoft

Sign In With Google

4. Once you are logged in, click on **QUICK LINKS** - a menu will appear. Scroll down and click **FORMS** (under Custom Links).



5. The **Email, Voice, and Text Notifications** update form is posted under the General Forms tab. Scroll down to “**Communications**” and click on the Form titled, **Email, Voice, and Text Notifications**, to access the form and update your information.



6. The form will populate the information that we currently have on file.

A screenshot of the 'Email, Voice, and Text Notifications' form. The form title is at the top left, and a language dropdown menu is set to 'English' at the top right. The introductory text is repeated. The form is divided into two main sections: 'Email Notifications' and 'Voice and Text Notifications'. Under 'Email Notifications', there are three input fields: 'PRIMARY Guardian Email Address' (pre-filled with 'mom@gmail.com'), 'SECONDARY Email Address' (pre-filled with 'dad@gmail.com'), and 'Additional Email Address' (pre-filled with 'momwork@gmail.com'). Under 'Voice and Text Notifications', there are two input fields: 'PRIMARY Phone Number' (pre-filled with '856-555-5555') and 'SECONDARY Phone Number' (empty). A blue 'Submit' button is located at the bottom right of the form.

- To change any existing information, simply delete the information that is shown and input the correct information. If a field is blank, you can add information in the field. Once you are finished updating your information, click on the blue "SUBMIT" button at the bottom, right of the page. Your information will not be submitted if you do not click the "SUBMIT" button.

Email, Voice, and Text Notifications English ▾

The purpose of this form is to update your contact information for communication purposes only. These communications include emergency closings and notifications from the District and school(s). To ensure that you are receiving emails, voicemails and/or text messages please keep the information below up to date. The form is pre-populated with the information that is currently in our system. If that information is not correct, please enter the correct information and submit the form. After you submit the form, the data will be transferred into our system in 24 hours. If you have any questions, please contact your child's school main office. Thank you!

Email Notifications
Please enter or update the email address that you would like to receive email notifications. The PRIMARY email address must be a parent/guardian with custodial rights with whom the student resides.

PRIMARY Guardian Email Address

SECONDARY Email Address

Additional Email Address

Voice and Text Notifications
Please enter the ten-digit phone number that you would like to receive voice and text (if applicable) notifications. If you enter a cell phone number, you will automatically receive a text and voicemail. If you enter a landline, you will receive voicemail only. If you do not want to receive voice and text notifications, leave the boxes below empty.

PRIMARY Phone Number

SECONDARY Phone Number



- Once you click the submit button, the form is complete. No further action is needed.