

GUIDE TO SWIFT K-12/ALERT SOLUTIONS PARENT PORTAL

Setting up your communication preferences through the Swift K-12/Alert Solutions Parent Portal remains simple while using your PowerSchool Parent Account.

First, log into your [PowerSchool Parent account](#). That brings you to your dashboard, where you will click on the SwiftReach/Swift K12 tab on the top left of the screen, marked by the graduation cap:

The screenshot shows the PowerSchool Parent Portal dashboard. The navigation menu on the left includes 'Alerting' and 'Navigation'. Under 'Alerting', there is a link for 'SwiftReach SwiftK12' which is highlighted with a red arrow. The main content area is titled 'Grades and Attendance: Chloé Angélique G' and contains a table for 'Attendance By Class'.

Exp	Last Week					This Week					Course	M1	S1	M2	M3	M4	S2	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F										
1(A-E)											Chorus 7 Email Kershaw, Kathleen - Rm: 124	[1]	[1]	[1]	[1]	[1]	[1]	0	0	
2(A-E)											Advanced Science 7 Email Carola, Karen - Rm: 217	[1]	[1]	[1]	[1]	[1]	[1]	0	0	
3(A-E)											Humanities 7 Email Bathurst, Dolores M - Rm: 224	[1]	[1]	[1]	[1]	[1]	[1]	0	0	
4(A-E)											Advanced Math 7 Email Tomko, Sarah - Rm: 223	[1]	[1]	[1]	[1]	[1]	[1]	0	0	
5(A-E)											Lunch 7 / Study Hall Email Bathurst, Dolores M - Rm: 224	[1]	[1]	[1]	[1]	[1]	[1]	0	0	
6(A-B-D-E)											Physical Education 7	[1]	[1]	[1]	[1]	[1]	[1]	0	0	

On the Swift K12 page, click on the link for "Contact Information" at the top right of the page:

The screenshot shows the SwiftK12 page in the PowerSchool Parent Portal. The navigation bar at the top right includes links for 'Home', 'Contact Information', and 'Alert Preferences'. A red arrow points to the 'Contact Information' link. Below the navigation bar, there is an 'RSS Feed' section, a 'Documents & Files' section with a message 'Looks like there are no documents or files currently available', and a 'Recent Alerts' section with a message 'Looks like there are no recent alerts.'

On the Contact Information page, enter the phone numbers and email addresses you wish to be contacted by the school district regarding snow closings and delays, important events and other pertinent correspondence. Do not forget to save your changes when complete:

SwiftReach SwiftK12

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- Account Preferences

Contact Information

Basic Information

GC Email	<input type="text"/>
GC Phone 1	<input type="text" value="2157606560"/>
GC Phone 2	<input type="text"/>
GC Phone 3	<input type="text"/>
GC Phone 4	<input type="text"/>
GC Phone 5	<input type="text"/>
Guardian Email	<input type="text" value="carolh4@gmail.com"/>
Guardian Email Alert 1	<input type="text" value="carolh4@gmail.com"/>
Guardian Email Alert 2	<input type="text"/>
Guardian Email Alert 3	<input type="text"/>
Home Phone	<input type="text" value="8563373665"/>
Student Email Address	<input type="text" value="h41766@students.wpsd.org"/>

Back on the Swift K12 page, click on the “Alert Preferences” tab.

PowerSchool

Welcome, Carol H4 | Help | Sign Out

SwiftK12

Home | Contact Information | **Alert Preferences**

Contact Information

Basic Information

GC Email	<input type="text"/>
GC Phone 1	<input type="text" value="2157606560"/>
GC Phone 2	<input type="text"/>
GC Phone 3	<input type="text"/>

Here, you can select which corresponding phone numbers and email addresses receive different kinds of communications. Just click inside the radio buttons to select or deselect your choices.

The screenshot shows the 'Alert Preferences' page in the SwiftK12 system. The page is titled 'Alert Preferences' and is divided into three sections: Attendance, Emergency, and Fee Alerts. Each section contains a list of communication methods with checkboxes for selection. The left sidebar contains navigation links for various school-related functions.

Alerting

SwiftReach
SwiftK12

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- Account Preferences

Alert Preferences

Attendance

This category is for alerts associated with attendance

- GC Email
- GC Phone 1
- GC Phone 2
- GC Phone 3
- GC Phone 4
- GC Phone 5
- Guardian Email
- Guardian Email Alert 1
- Guardian Email Alert 2
- Guardian Email Alert 3
- Home Phone
- Student Email Address

Emergency

This category is only for emergencies

- GC Email
- GC Phone 1
- GC Phone 2
- GC Phone 3
- GC Phone 4
- GC Phone 5
- Guardian Email
- Guardian Email Alert 1
- Guardian Email Alert 2
- Guardian Email Alert 3
- Home Phone
- Student Email Address

Fee Alerts

This category is for alerts regarding fees

- GC Email
- GC Phone 1
- GC Phone 2
- GC Phone 3
- GC Phone 4
- GC Phone 5
- Guardian Email
- Guardian Email Alert 1
- Guardian Email Alert 2
- Guardian Email Alert 3
- Home Phone
- Student Email Address