



October 7, 2019

Good morning, Washington Township Families,

I hope this letter finds you and your family well. The Washington Township Public School District is implementing a **new messaging software program** for important school and District notifications such as emergency school closures and other day-to-day alerts. Please read the information and procedures below to ensure you receive these essential notifications.

Until now, the District primarily has utilized *Remind* to inform our families of important information. However, *Remind* recently implemented a limit to the number of contacts who can be in receipt of these notifications. Unfortunately, due to this restriction, the District can no longer use *Remind* to provide District-wide or large-scale notifications. The District now will be utilizing *Swift K12*, PowerSchool's affiliated messaging software, to deliver these messages.

**Please note: Specific school personnel will continue to use Remind for small-scale notifications and will provide you with information regarding these Remind accounts, if they are employing the program.*

The notifications from *Swift K12* will be sent via voice, email and/or text messaging. To ensure that you receive these important messages, we kindly ask that you update your email and phone number in Unified Classroom by following the steps on the attached document or by clicking this [link](#). The District will implement the following procedure to confirm you are receiving messages:

- Parents should update their contact information in Unified Classroom by **Sunday, October 13, 2019**.
- A test email and text will be sent on **October 14th at 9:00 a.m.** If you do not receive an email and voice/text message, please contact your child's school for assistance.
- A *second* test email and text will be sent on **October 21st at 9:00 a.m.** If you still do not receive an email and voice/text, please contact your child's school for further assistance.

If you continue to have problems receiving messages and your child's school cannot resolve the issue, they will provide you with information to access a second tier of support.

As an additional layer of assistance, we are establishing a **PowerSchool Help Desk!** Please see the brochure below to take advantage of this resource.

As always, thank you for your support and understanding! I hope you have a wonderful day.

Sincerely,

Katherine T. Carey

Director of Assessment, Data Technology, Registration and School Community Outreach



Introducing: PowerSchool Help Desk

**Need help with PowerSchool? Unified Classroom? SwiftK12?
We've heard you and want to help!**

The PowerSchool Help Desk will offer in-person, one-on-one assistance with our PowerSchool specialists to help you with any PowerSchool account needs. Appointments will be offered in 10-minute intervals on a first-come, first-served basis on the following dates and times:

October 18th – 9:00 a.m. to 3:00 p.m.

October 21st – 4:00 p.m. to 8:00 p.m.

Eileen Abbott Central Administration Building Board Room

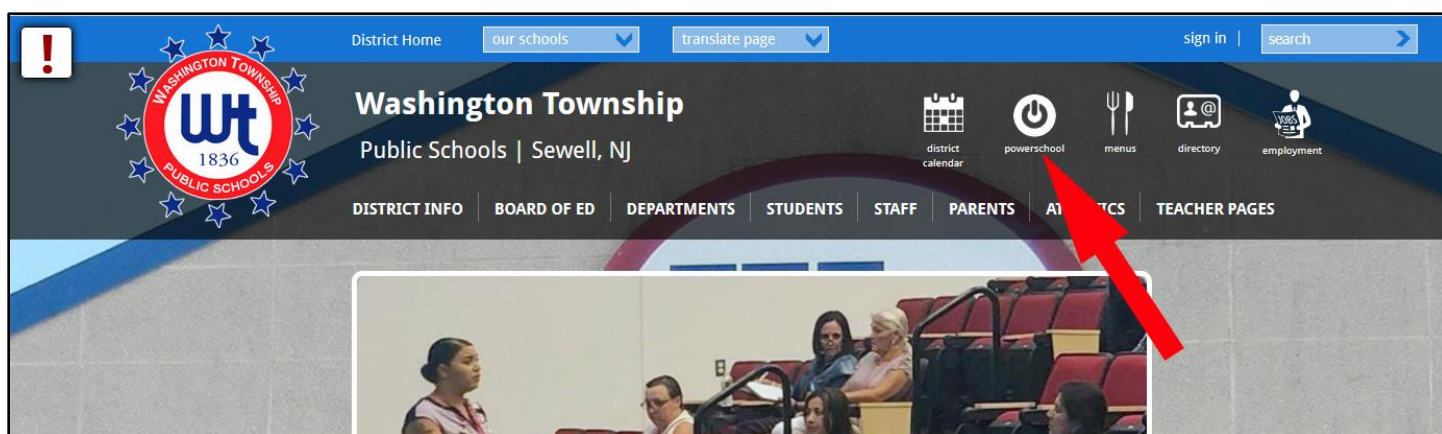
To make an appointment, please contact **Barbara Lacca at (856) 589-6644, extension 6698**. In the event we do not have enough available appointments, we will compile a waiting list to ensure that your issue is addressed. If you need to cancel your appointment, we kindly ask that you contact us 24 hours in advance so that we may offer your appointment to someone who is waiting.

We look forward to working with you!

Thank you,
Washington Township Data Technology Department

Guide to Updating Swift K-12 Alert System Phone Numbers and Email Addresses in Your PowerSchool Unified Classroom Account

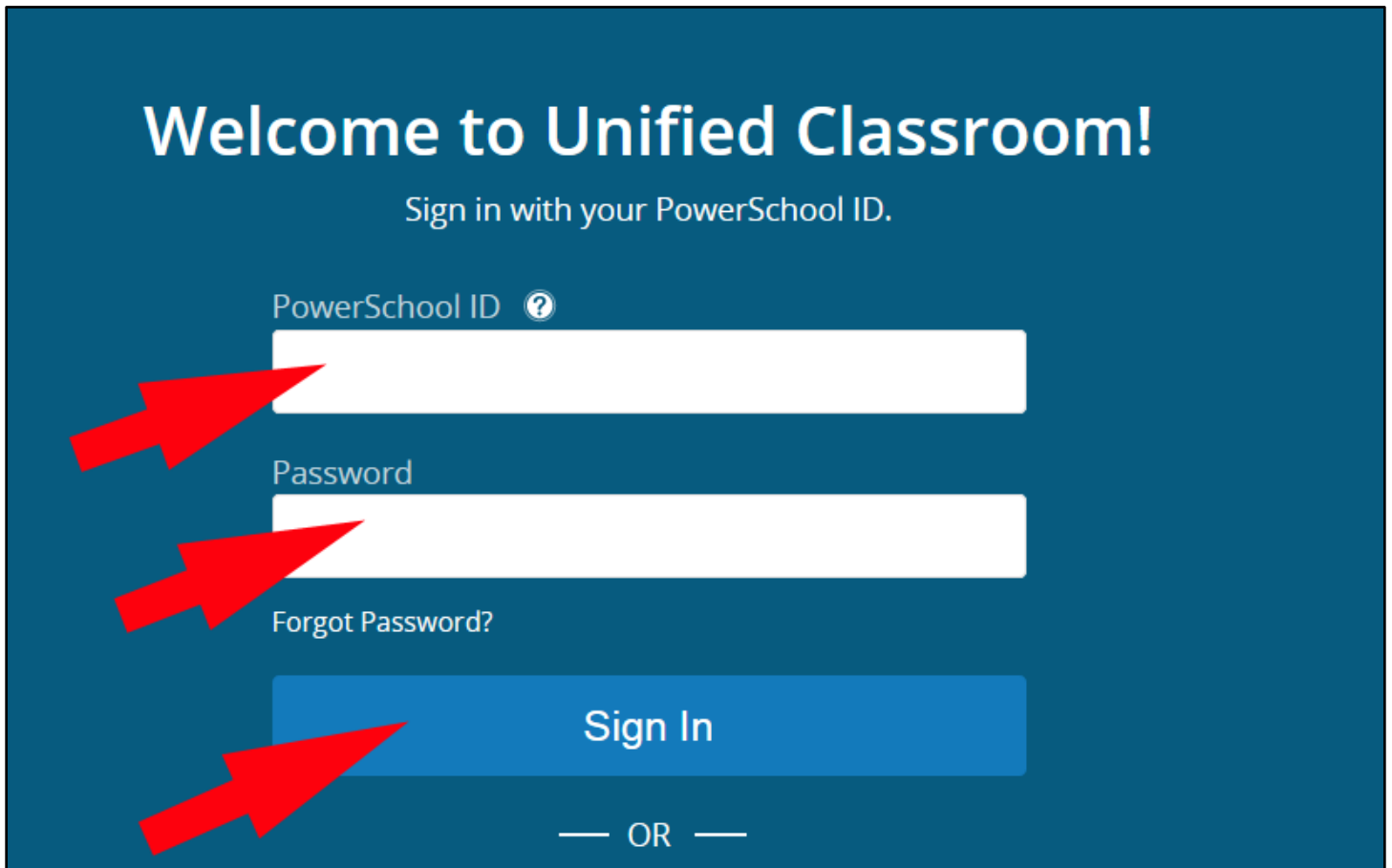
From the front page of the District website (www.wtps.org), click on the link for **PowerSchool** near the top right of the page:



Click on the bright yellow box to go to the **PowerSchool Unified Classroom** login page:



Sign into Unified Classroom using your credentials (Please note: If you have forgotten your credentials or are logging in for the first time, please see *Troubleshooting* information at the end of this document):



The login screen has a dark blue background. At the top, the text 'Welcome to Unified Classroom!' is in large white font, followed by 'Sign in with your PowerSchool ID.' in smaller white font. Below this are two white input fields: 'PowerSchool ID' with a question mark icon and 'Password'. A 'Forgot Password?' link is positioned below the password field. A large blue 'Sign In' button is centered below the fields. At the bottom, there is an 'OR' separator. Three red arrows point to the 'PowerSchool ID' field, the 'Password' field, and the 'Sign In' button.

Welcome to Unified Classroom!

Sign in with your PowerSchool ID.

PowerSchool ID ?

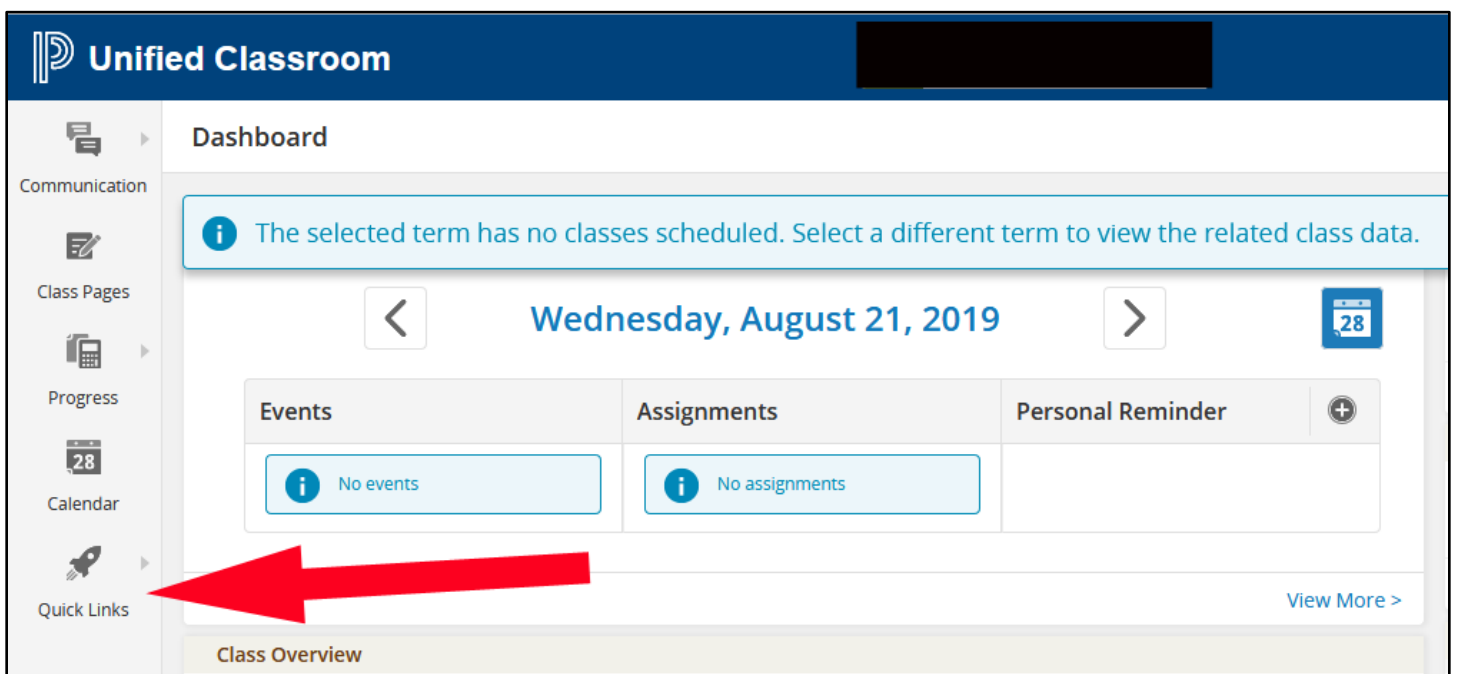
Password

Forgot Password?

Sign In

— OR —

Click on the **Quick Links** icon on the left-hand side of the screen:



The dashboard features a dark blue header with the 'Unified Classroom' logo and a user profile icon. A left-hand sidebar contains navigation icons for Communication, Class Pages, Progress, Calendar, and Quick Links. The main content area displays a message about no scheduled classes, a date selector for 'Wednesday, August 21, 2019', and three panels for Events, Assignments, and Personal Reminders, each showing 'No events' or 'No assignments'. A 'View More >' link is at the bottom right. A red arrow points to the 'Quick Links' icon in the sidebar.

Unified Classroom

Dashboard

Communication

Class Pages

Progress

Calendar

Quick Links

The selected term has no classes scheduled. Select a different term to view the related class data.

Wednesday, August 21, 2019

Events

Assignments

Personal Reminder

No events

No assignments

View More >

Class Overview

This brings up a menu of options. Click on the link for **Portal Login Page**:

Unified Classroom

Communication

Class Pages

Progress

Calendar

Quick Links

PowerSchool

Portal Login Page

Main Portal Page

Current Grades and Attendance

Grade History

Teacher Comments

My Schedule

Attendance History

School Bulletin

School Information

Class Registration

Wednesday, August 21, 2019

Assignments

No assignments

Personal Reminder

View More >

Click on the icon link for **SwiftReach Swift K12**:

PowerSchool SIS

Alerting

SwiftReach SwiftK12

Navigation

Grades and Attendance

Grade History

Attendance History

Email Notification

Teacher Comments

Grades and Attendance:

Grades and Attendance Standards Grades

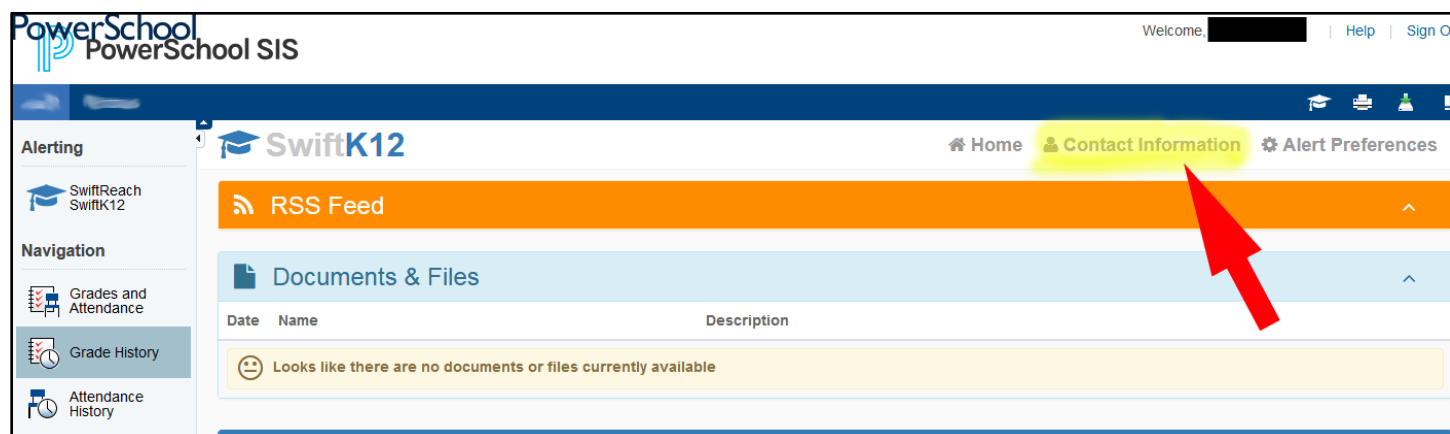
Exp	Last Week					This Week					Course	Attendance By Class		
	M	T	W	H	F	M	T	W	H	F		M1	M2	S
6(A-E)												[1]		

Current weighted GPA (M4):

Show dropped classes also

(NOTE: If the SwiftReach Swift K12 icon does not display, please open a different internet browser to try again. Internet Explorer, specifically, has problems supporting this Swift K12 service.)

Click on the **Contact Information** link at the top right of the page:



Enter your main contact number under **Home Phone** and up to five additional numbers in **GC Phone 1 through 5**, as needed. Then enter email addresses in the **Guardian Email** and the **Guardian Email Alert 1** boxes, and click on Save Changes. Please note which fields you have used, as you will need to use them in the Preferences section later. These numbers and addresses will receive all phone calls, text messages, and emails sent by the District.

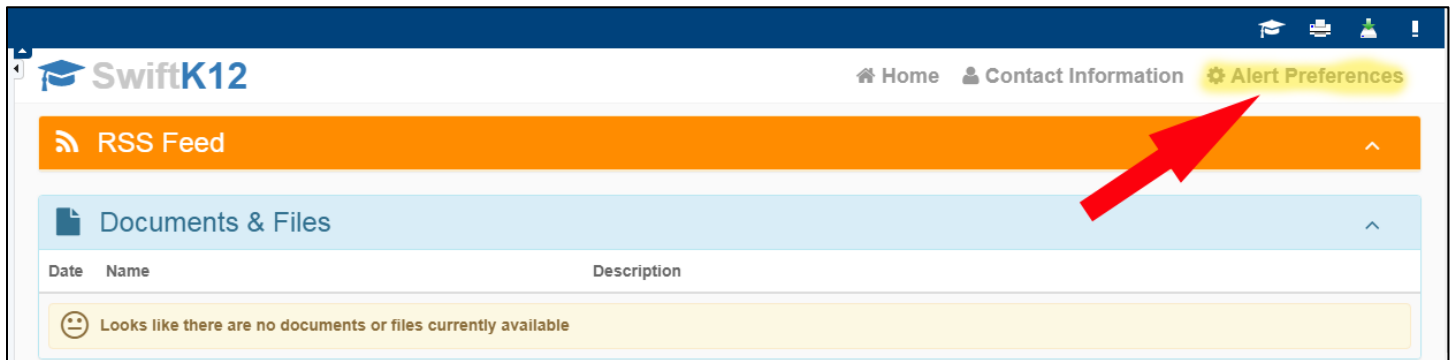
The screenshot shows the 'Basic Information' form in the PowerSchool SIS interface. The form has a sidebar on the left with various navigation options: 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'School Bulletin', 'Class Registration', 'Balance', 'My Calendars', and 'Account Preferences'. The main content area contains the following fields:

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

At the bottom of the form, there are two buttons: 'Cancel' and 'Save Changes'. Red arrows point to the input fields for GC Phone 1-5, Guardian Email, Guardian Email Alert 1, Home Phone, and the 'Save Changes' button.

Setting Message Preferences

Once you have entered your addresses and numbers, go back to the Swift K12 front page and click on Alert Preferences in the top right corner.



On the preferences page, pay close attention to the boxes under **General Information**, as that is what most messages the District sends fall under. Check the box next to each number and address field you wish to receive General Information messages. Then **Save Changes**. You should be ready to receive all District Swift K12 correspondences.

A screenshot of the 'Alert Preferences' page. The page is divided into three main sections: 'General Information', 'Lunch Balance', and 'Teacher Message'. Each section has a header with an information icon and a description. Below each header is a grid of checkboxes for different communication methods. A red arrow points to the 'General Information' header. At the bottom of the page, there are two buttons: 'Cancel' and 'Save Changes'. A red arrow points to the 'Save Changes' button.

General Information

These are alerts that are for general information and reminders

<input checked="" type="checkbox"/> GC Email	<input checked="" type="checkbox"/> GC Phone 1	<input checked="" type="checkbox"/> GC Phone 2	<input checked="" type="checkbox"/> GC Phone 3
<input checked="" type="checkbox"/> GC Phone 4	<input checked="" type="checkbox"/> GC Phone 5	<input checked="" type="checkbox"/> Guardian Email	<input checked="" type="checkbox"/> Guardian Email 1
<input type="checkbox"/> Guardian Email Alert 1	<input type="checkbox"/> Guardian Email Alert 2	<input type="checkbox"/> Guardian Email Alert 3	<input checked="" type="checkbox"/> Home Phone
<input type="checkbox"/> Student Email Address			

Lunch Balance

This category is for alerts concerning the student lunch account balance

<input checked="" type="checkbox"/> GC Email	<input checked="" type="checkbox"/> GC Phone 1	<input checked="" type="checkbox"/> GC Phone 2	<input checked="" type="checkbox"/> GC Phone 3
<input checked="" type="checkbox"/> GC Phone 4	<input checked="" type="checkbox"/> GC Phone 5	<input checked="" type="checkbox"/> Guardian Email	<input checked="" type="checkbox"/> Guardian Email 1
<input checked="" type="checkbox"/> Guardian Email Alert 1	<input checked="" type="checkbox"/> Guardian Email Alert 2	<input checked="" type="checkbox"/> Guardian Email Alert 3	<input checked="" type="checkbox"/> Home Phone
<input checked="" type="checkbox"/> Student Email Address			

Teacher Message

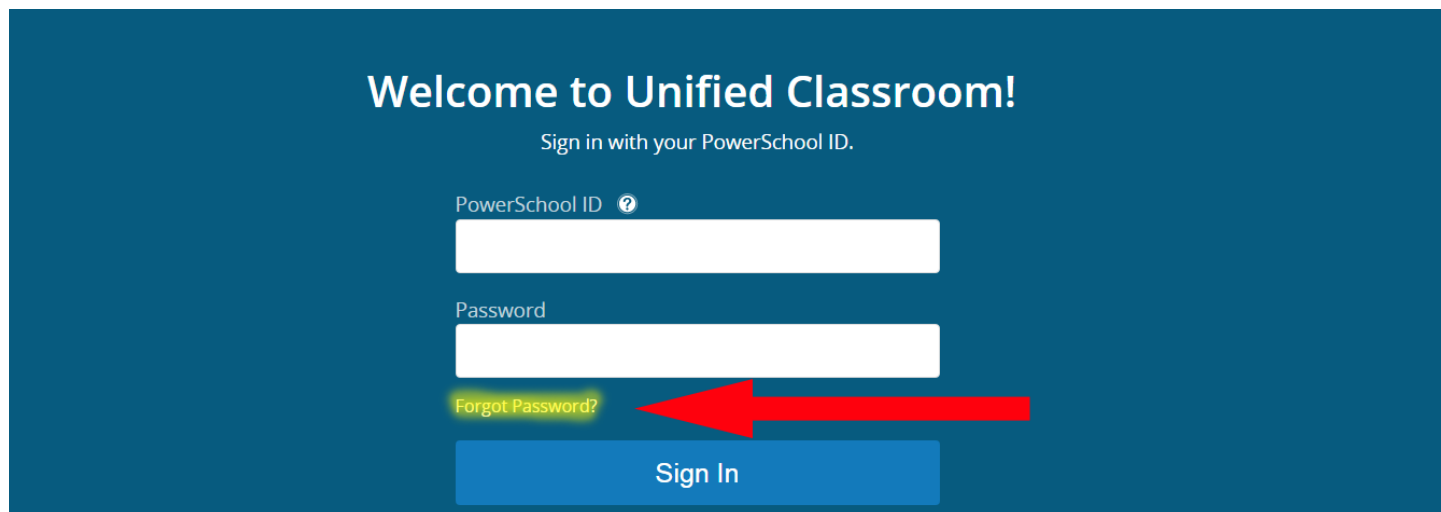
This category is for alerts directly from your teacher

<input checked="" type="checkbox"/> GC Email	<input checked="" type="checkbox"/> GC Phone 1	<input checked="" type="checkbox"/> GC Phone 2	<input checked="" type="checkbox"/> GC Phone 3	<input checked="" type="checkbox"/> GC Phone 4	<input checked="" type="checkbox"/> GC Phone 5
<input checked="" type="checkbox"/> Guardian Email	<input checked="" type="checkbox"/> Guardian Email 1	<input checked="" type="checkbox"/> Guardian Email Alert 1	<input checked="" type="checkbox"/> Guardian Email Alert 2	<input checked="" type="checkbox"/> Guardian Email Alert 3	<input checked="" type="checkbox"/> Home Phone
<input checked="" type="checkbox"/> Student Email Address					

Troubleshooting

Lost Password

If you have established a Unified Classroom account but have forgotten your password, you can reset it through the Unified Classroom entry page. After clicking on the yellow box (see page 1) and reaching the Welcome page, click on the link for **Forgot Password**:



Welcome to Unified Classroom!

Sign in with your PowerSchool ID.

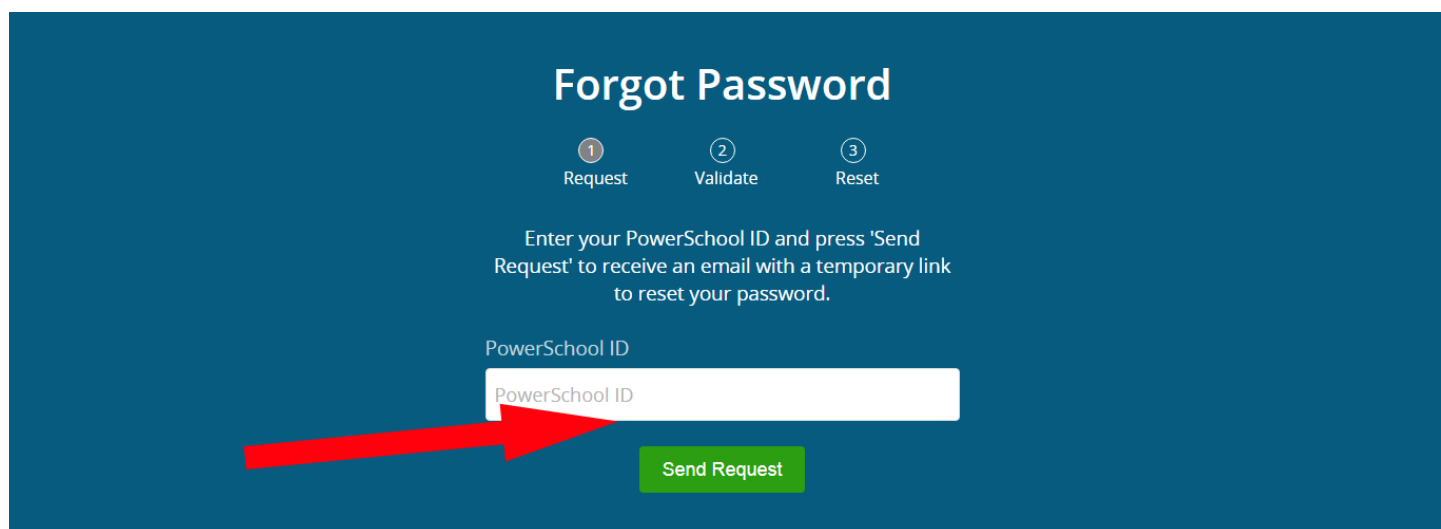
PowerSchool ID ?

Password

Forgot Password?

Sign In

Enter your **PowerSchool ID** (the email address you used when creating your account) in the box and click on **Send Request**. The system will email you a link to reset your password. Then go back to the login page and complete your login.



Forgot Password

1 Request 2 Validate 3 Reset

Enter your PowerSchool ID and press 'Send Request' to receive an email with a temporary link to reset your password.

PowerSchool ID

PowerSchool ID

Send Request

First-Time Users:

If you are logging in for the first time, [click on this link](#) to access detailed instructions for setting up your Unified Classroom account. Please note that you will need the **Student Access Code** and **Student Access Password** that were provided at registration.

Still Having Trouble?

If you still cannot access your account and need to have your email address updated prior to the emailing of bus passes, contact your child's school and they can assist.

If you need your Student Access Code and Student Access Password, or you cannot access Unified Classroom for any other reason, contact Student Data Coordinator, Charlie Doud, via email at cdoud@wtps.org. Assistance requests will be handled as quickly as possible. Your patience is appreciated.