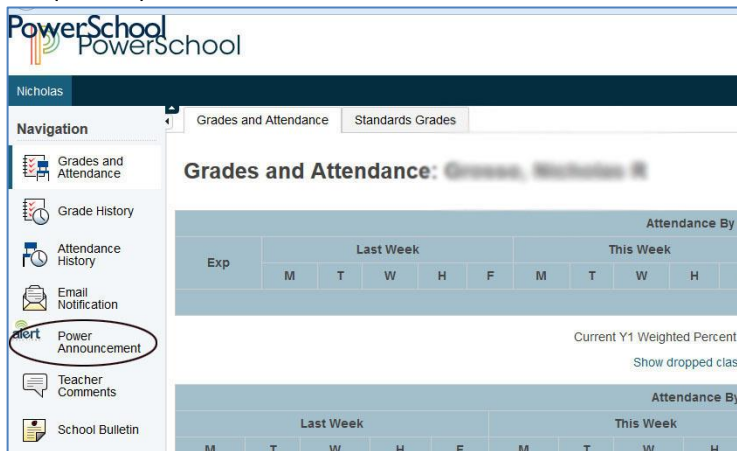
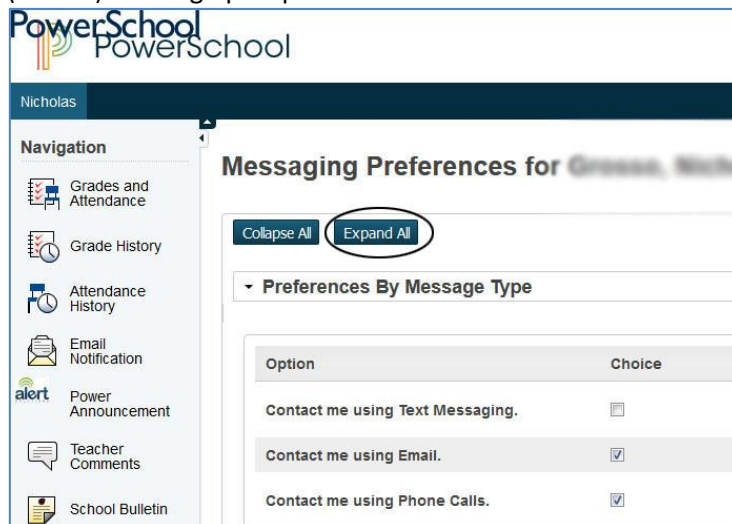


GUIDE TO ALERT SOLUTIONS PARENT PORTAL

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 texts, you must opt-in by checking the box at the top.

Messaging Preferences for Gross, Nicholas II

Expand All

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	Send Text	Send Phone Calls
GC Phone 1	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GC Phone 2	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GC Phone 3	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GC Phone 4	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GC Phone 5	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home Phone	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Guardian Email	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GC Email	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Preferences By Message Category

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

Save Preferences

In **Preferences By Contact Field**, you can enter a Primary/ Home Phone, a Secondary Phone (GC Phone 1), four Emergency Phone numbers (GC 2-5), and two 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 calls. Provided email addresses will receive **ALL EMAILS** from the District.

In the **Preferences by Message Category**, you choose how you want to be informed depending on the message type 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 strongly encourage you to leave your Home/Primary phone number in its box so that you will receive emergency notifications. 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.

Please be aware that the parent portal will not be open until September 15, 2017. After that date, you can make any changes to your Alert Solutions contact information at any time. Thank you for your patience and cooperation!