

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 Unified Classroom dashboard.

First, log into your PowerSchool Unified Classroom account, as instructed in the earlier document. That brings you to the dashboard, where you will click on “Quick Links” located along the left side panel of the page:

The screenshot shows the PowerSchool Unified Classroom dashboard. On the left sidebar, the 'Quick Links' option is highlighted with a red arrow. The main dashboard area displays a calendar for Tuesday, August 14, 2018, and a 'Class Overview' table with the following rows:

Class	Teacher	Days
1(A-E) Chorus 7		-- -- --/--
2(A-E) Advanced Science 7		-- -- --/--
3(A-E) Humanities 7		-- -- --/--
4(A-E) Advanced Math 7		-- -- --/--
5(A-E) Lunch 7 / Study Hall		-- -- --/--
6(A-B,D-E) Physical Education 7		-- -- --/--
6(C) 7(A-E) English Lang. Arts 7		-- -- --/--
8(A-E) Beginning 1 German		-- -- --/--

On the Quick Links page, click on the “Portal Login Page” link:

The screenshot shows the PowerSchool Quick Links page. The left sidebar is the same as in the previous screenshot. The main content area shows a grid of links under the 'PowerSchool' section. A red arrow points to the 'Portal Login Page' link.

Link
Portal Login Page
Main Portal Page
Current Grades and Attendance
Grade History
Teacher Comments
My Schedule
Attendance History
School Bulletin
School Information
Class Registration

This will open up a new tab that will look familiar for those who have used PowerSchool to update their communication preferences in the past. Once on this page, click on the SwiftReach/Swift K12 tab on the top left of the screen, marked by the graduation cap:

The screenshot shows the PowerSchool Guardian interface. The left navigation menu has a red arrow pointing to the 'SwiftReach SwiftK12' link. The main content area is titled 'Grades and Attendance: Child, Angelina G'. Below the title are tabs for 'Grades and Attendance' and 'Standards Grades'. The main content is a table titled '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]	[1]	0	0
2(A-E)											Advanced Science 7 Email Carola, Karen - Rm: 217	[1]	[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]	[1]	0	0
4(A-E)											Advanced Math 7 Email Tomko, Sarah - Rm: 223	[1]	[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]	[1]	0	0
6(A-B-D-E)											Physical Education 7	[1]	[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 PowerSchool SwiftK12 interface. The top right navigation bar has a red arrow pointing to the 'Contact Information' link. The main content area is titled 'SwiftK12' and has a navigation bar with 'Home', 'Contact Information', and 'Alert Preferences'. Below the navigation bar are three sections: 'RSS Feed', 'Documents & Files', and 'Recent Alerts'. The 'Documents & Files' section shows a message: 'Looks like there are no documents or files currently available'. The 'Recent Alerts' section shows 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="carolh14@gmail.com"/>
Guardian Email Alert 1	<input type="text" value="carolh14@gmail.com"/>
Guardian Email Alert 2	<input type="text"/>
Guardian Email Alert 3	<input type="text"/>
Home Phone	<input type="text" value="561-377-6666"/>
Student Email Address	<input type="text" value="K12H14@students.wpsd.org"/>

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

PowerSchool Powerschool

Welcome, Carol H14 | 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 for SwiftK12. The page is organized into three main sections: Attendance, Emergency, and Fee Alerts. Each section has a header with a checkmark and a brief description of the category. Below each header is a grid of communication methods, each with a checked checkbox. 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