



Pompton Lakes High School

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Director of Guidance

September 2015



IMPORTANT EMERGENCY NOTIFICATION SERVICE INFORMATION



Dear PLHS Parents and Guardians:

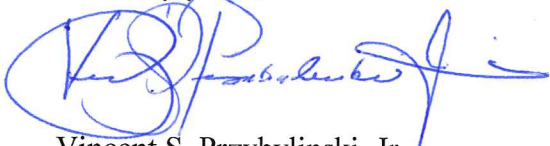
For the 2015-2016 school year, the Pompton Lakes School District will replace its current Honeywell Instant Alert™ for Schools emergency notification service with a new service called SchoolMessenger®. SchoolMessenger will use the demographic information in PowerSchool, the district's student information system. The integration of SchoolMessenger with PowerSchool will make it easier for Pompton Lakes High School families to add and update phone numbers and e-mail addresses where notifications are sent.

The district has created your SchoolMessenger account with two notification contacts: your home phone number and one e-mail address. To add or update phone numbers and e-mail addresses, you must access your SchoolMessenger account through the Parent Portal feature of PowerSchool. Since you already have a Parent Portal account, we have enclosed instructions to customize your SchoolMessenger notification contacts.

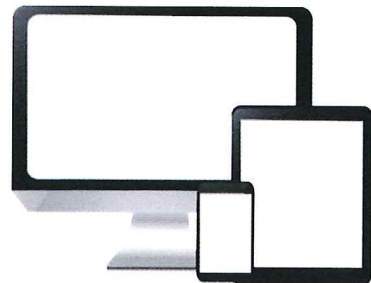
You may log into the Parent Portal directly at <http://powerschool.plps.org/public> or by selecting the Parent Portal icon in the top right-hand corner of the district website: www.plps-k12.org.

Thank you. Enjoy your summer.

Sincerely yours,



Vincent S. Przybylinski, Jr.
Principal



Enclosure: Instructions for Managing Your SchoolMessenger Account

c: Paul Amoroso, Ed.D., Superintendent of Schools
Michael Petrella, Director of Curriculum, Instruction, and Testing
PLHS Leadership Team

"Pride and Tradition"

INSTRUCTIONS FOR MANAGING YOUR SCHOOL MESSENGER ACCOUNT

1. Log into your Parent Portal account. Using the navigation menu on the left hand side of the page, click on the link marked *Contact Manager*.

Navigation



Grades and
Attendance



Grade History



Attendance History



Email Notification



Teacher Comments



School Bulletin



Balance



My Calendars



Account Preferences

Access Logs

Graduation Progress

Honor Roll

My Schedule

School Information

Test Scores



SchoolMessenger

2. There are two tabs at the top of the page: Messages and Contacts. Click on the Contacts tab. You will see all of your children listed.

SchoolMessengerPompton Lakes School District
[Help](#) [Logout](#)

Messages **Contacts**


Contacts

First Name	Last Name	ID#	Actions
Student's Last Name	Student's First Name	123456	Edit
Student's Last Name	Student's First Name	456789	Edit

3. On the right-hand side of the screen, choose Edit to enter your information. You will be presented with options for school notifications. You may enter home phone numbers, cell numbers, or e-mail addresses where you want to receive notifications. Text messages may also be sent to your phone.

Phone	
<input type="checkbox"/> Non-school Hours Emergency	<input type="checkbox"/> School Hours Emergency
<input type="checkbox"/> Non-school Hours Emergency	<input type="checkbox"/> School Hours Emergency
<input type="checkbox"/> Non-school Hours Emergency	<input type="checkbox"/> School Hours Emergency
Email	
<input type="checkbox"/> Non-school Hours Emergency	<input type="checkbox"/> School Hours Emergency
<input type="checkbox"/> Non-school Hours Emergency	<input type="checkbox"/> School Hours Emergency

☒ Save To All Contacts

 Save

4. Enter your land or cell phone numbers in the column on the left-hand side. Enter e-mail addresses below the phone numbers. Check the type of notification you want sent to each phone or e-mail address. Please check boxes under the headings Non-school Hours Emergency, School Hours Emergency, General, or SSD. SSD allows text messages to be sent to cell phones. **If you ask for text messages, you will receive an opt-in text message from SchoolMessenger. Once you have received the text message, you need to respond with either the word yes or simply with the letter Y.** Click the Save button when you have entered all of your information. You may update this information at any time. All notifications sent by individual schools or from the school district will be sent to the contacts you have listed.