

## Welcome!

As a Parent, **SchoolMessenger** provides you with the ability to:

- view and listen to messages sent from your school or division

All of these messages are conveniently centralized in an easily-accessible inbox.



## Logging into SchoolMessenger from the PowerSchool Parent Portal

1. Go to the PowerSchool Parent Portal: <http://powerschool.blackgold.ca>
2. Enter your Username and Password. Please contact your child's school if you do not have a PowerSchool Parent Portal account.
3. Once you are logged in, on the left hand side menu click the icon named SchoolMessenger.
4. A welcome message will appear. That welcome message will give you instructions on how to verify your account.

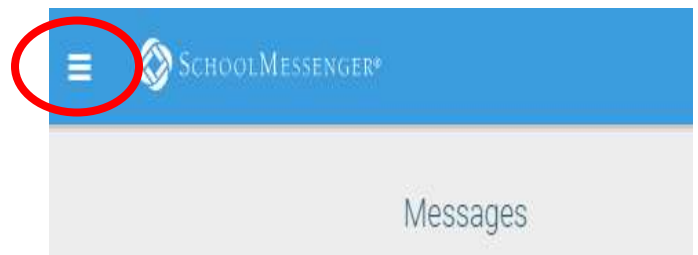


**Note:** The link in the email is valid for only 24 hours. If you do not click on it and log into SchoolMessenger within the time period it will expire and you will need to restart the process.

## Notification Preferences

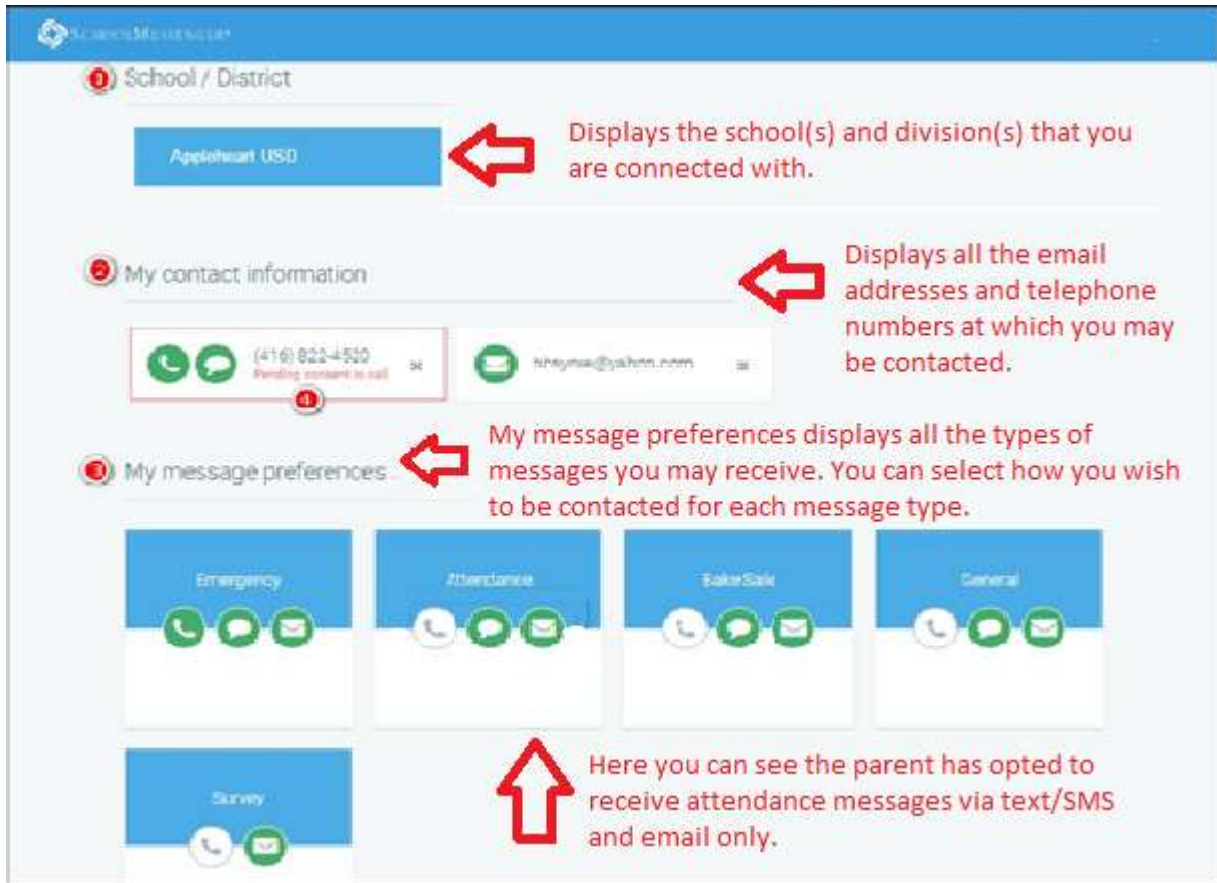
Once you have verified your account, you will be able to set your notification preferences.

1. Click on the top left hand corner of the page. Then select the Preferences option.

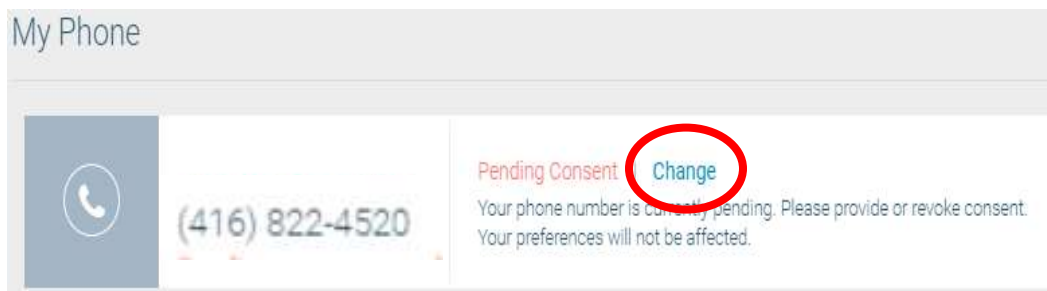


## SchoolMessenger Parent Portal Guide

- The preferences on this page will affect SchoolMessenger Broadcasts that may be sent to you from your child's school and/or division.



- In the example above in the **My contact information** section, there is a phone number **Pending consent to call**. To give consent, click on the phone number, then click Change.



- Once you've clicked Change a Permission window will appear with a drop down box that states "Is it ok to Call this phone number?" Select either "Yes, it is okay to call me at this number" or "No, call me for emergencies only", then click Save.

**Notes:** You can select to remove all types of communication for all call types **EXCEPT** Emergency. Emergency call types must have at least 1 phone number selected for contact.

## SchoolMessenger Parent Portal Guide

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Changes to contact information must be communicated to your child's school. Those changes may take up to 24 hours to be reflected in SchoolMessenger.

**Important:** If you see any variation of the following message when logging into SchoolMessenger, please contact your school to ensure they have a valid email address associated with your student.

