

How to Set Up Email Notifications

1. On the start page, click Email Notification from the navigation menu. The Email Notifications: [Student Name] page appears.
2. Use the following to enter information in the fields:

Field	Description
What information would you like to receive?	<p>Specify which information you would like to receive by selecting the appropriate checkboxes:</p> <ul style="list-style-type: none">• Summary of current grades and attendance• Detail report showing assignment scores for each class• Detail report of attendance• School announcements
How often?	<p>Specify the rate at which you want to receive the selected information from the pop-up menu:</p> <ul style="list-style-type: none">• Never• Weekly• Every Two Weeks• Monthly• Daily
Email Address	<p>Display only of the email address associated to your parent account. The selected information, as well as account recovery notices and account changes confirmations will be sent automatically to this email address.</p> <p>Note: To change your email address, see <i>How to Change Your Account Preferences</i>.</p>
Additional Email Addresses	<p>Enter additional email addresses that you want the selected information to be sent to. Separate multiple</p>

addresses with commas.

Apply these settings to all your students?

Select the checkbox to apply the email preferences to all students associated to your parent account.

Send now for [Student Name]?

Select the checkbox to receive the selected information immediately.

3. Click **Submit**. The Email Notifications: [Student Name] page appears. A confirmation message appears indicating the changes were saved.