Contact Preferences (Portal)

Modifying Preferred Contact Preferences | Phone Number Preferences

PATH: *Campus Portal > User Account > Contact Preferences*

It is important for users to have up-to-date contact information that can be used by Campus Messenger to distribute timely information to parents. Users should verify that contact information is correct and then indicate which types of messages should be directed to each phone or email address. Message types include Emergency, Attendance, Behavior, General Notification, Priority Notification and Teacher.

> Before the contact preference checkboxes will display, the user must have an email address entered and saved. Text messaging may not be available to all users and depends on whether the school/district makes use of text messaging.
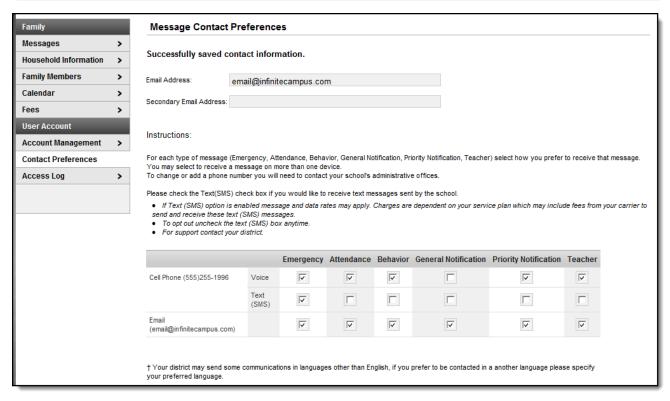

Image 1: Contact Preferences

Modifying Preferred Contact Preferences

This tool allows a Portal user to enter his/her email address and specify the type(s) of messages to be received through email. He/she can select the language in which messages are preferred.

Preferences may be set for the following types of messages:

Message Type Column	Mark checkboxes in this column if the email and/or phone number should be contacted for...
Emergency	emergency messages.
Attendance	student attendance messages.
Behavior	student behavior messages.
General Notification	general school or district messages.
Priority Notification	high-priority messages sent by the district or school.
Teacher	teacher-created messages. For some users, the Teacher column of this screen will not allow phone number checkboxes to be marked. This means that teachers do not use phone messaging as a contact method.

Phone Number Preferences

If phone and/or text messaging is used by the school/district, a Portal user may designate specific phone number(s) for receipt of certain message types.

A Portal user must have phone numbers on file with the district/school for them to appear on this screen.