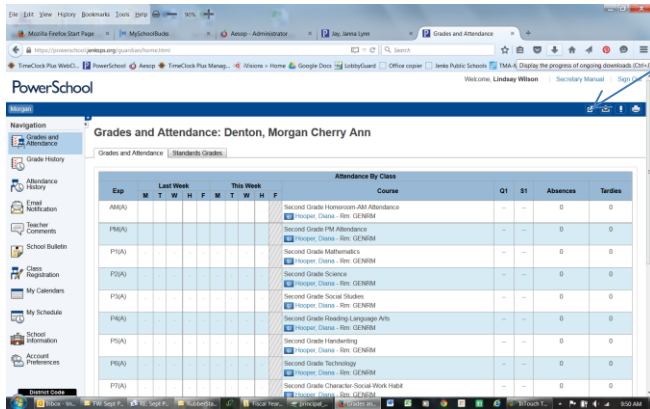
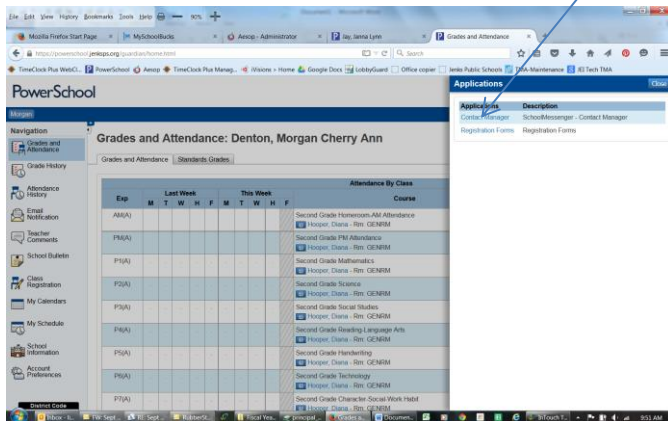


Manage How Parent Receives Messages From JEI

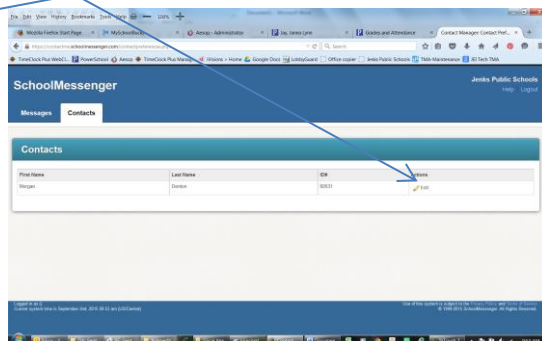
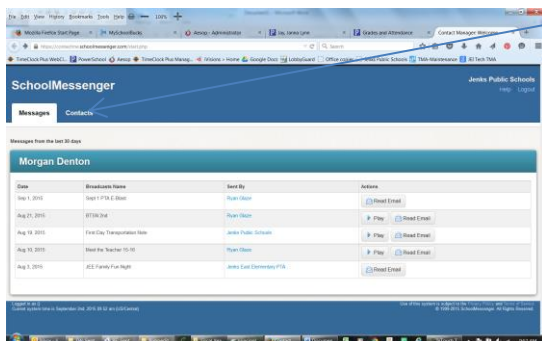
1. Go to Parent Portal Account. Click on the same box you do at the beginning of the year to complete the 'continuing enrollment process' which is the **"Applications"** link.



2. This will bring up this screen. Click on **"Contact Manager"**



3. The next screen will show you all messages sent to your preferences. Click on **"Contacts"** which will give you the next screen where you will click on **"Edit"**.



Manage How Parent Receives Messages From JEI

4. This is where you indicate which email addresses and phone numbers you wish to receive messages sent through PowerSchool's School Messenger system

