

UPDATED (SEE YELLOW HIGHLIGHT) ON JANUARY 27TH 2016

Dear Parents,

We will be moving our announcement system to Alert Solutions2 on JANUARY 1ST.

Please make sure to update your account so you do not miss any important announcements, including snow days!

1. Log into your Power Schools account via the Almont Community Schools web page or **http://powerschool.almont.k12.mi.us/public/home.html**
2. Click on the Arrow in the upper right corner of the screen (near the printer button)
3. Click on 'Applications Alert Solutions Portal'
4. Click on the Contact Preferences tab
5. Verify that the numbers and email addresses listed are correct
6. To change the numbers click on the Subscriber Information tab
7. After making changes press Save
- NOTE: Do not change the PA Student Email address
8. Click on Contact Preferences to correctly set up your alert options.
 - a. You cannot change the Emergency Alert Category. If an Emergency Alert is sent it will go to all your contacts
 - b. You may change all other categories.

c. NOTE – DO NOT DELETE YOUR EMAIL ADDRESS FROM GENERAL ALERTS!!!!!! If you delete your email address you will NOT receive your student's report card or progress report.

By clicking the X in the corner of the box, you are removing that phone number or email from receiving the alert.

Example:

Student Information	Phone	Email	Sms
Name: [Redacted]	Guardian 1 Home Phone [Redacted]	Guardian 1 Email [Redacted]	Guardian 1 Home Phone [Redacted]
Student ID: [Redacted]	Guardian 1 Cell Phone [Redacted]	PA Student Email [Redacted]	Guardian 1 Cell Phone [Redacted]
Grade: [Redacted]	Guardian 2 Home Phone [Redacted]	Guardian 2 Email [Redacted]	Guardian 2 Home Phone [Redacted]

Category	Phone	Email	Sms
Emergency Alert	Guardian 1 Home Phone Guardian 1 Cell Phone Guardian 2 Home Phone Guardian 2 Cell Phone PA Phone 1 PA Phone 2 PA Phone 3	Guardian 1 Email PA Student Email Guardian 2 Email	Guardian 1 Home Phone Guardian 1 Cell Phone Guardian 2 Home Phone Guardian 2 Cell Phone PA Phone 1 PA Phone 2 PA Phone 3
General Alert	Guardian 1 Home Phone Guardian 1 Cell Phone Guardian 2 Home Phone Guardian 2 Cell Phone PA Phone 1	Guardian 1 Email PA Student Email	Guardian 1 Home Phone Guardian 1 Cell Phone Guardian 2 Home Phone Guardian 2 Cell Phone PA Phone 1

Pressing the X on the Guardian 1 Home Phone will delete this box, stopping Texts (SMS) from being sent to this number when a General Alert is sent.

Should you want to change your options back just drag and drop.

Example:

To add the option back, just drag the box from the top of the page back down to the correct category. Make sure to press **Save** at the bottom of the page.

Important *****

Please be aware that the current settings are set to send ALL messages to ALL numbers and email addresses. You must customize your settings.

Example:

If you do not have texting you will need to delete it from the current preferences.

Close the portal tab, click on your next student, and continue with the process. Follow these instructions for each student (after the second student a box should pop up listing each additional student).

Thank you.