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PowerSchool Parent Portal Announcements

To manage how the school system contacts you or to listen to messages you may have missed, go into the PowerSchool Parent Portal and click “SchoolMessenger”.

If you don't have a free parent account, you may create one at <https://ps.rabun.k12.ga.us/public/>.

On the next screen, click the “Contacts” tab.

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Messages **Contacts**

Messages from the last 30 days

[Redacted]

Date	Broadcasts Name	Sent By	Actions
Aug 15, 2014	test	Jodi Perdue	▶ Play ✉ Read Email

[Redacted]

Date	Broadcasts Name	Sent By	Actions
Aug 15, 2014	test	Jodi Perdue	▶ Play ✉ Read Email
Aug 15, 2014	SLO Message	Bryan Edwards	▶ Play ✉ Read Email

You should see your child(ren)'s names and lunch IDs on this screen. Click "Edit" beside one of their names to edit your phone numbers & email addresses.

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Messages **Contacts**

Contacts

First Name	Last Name	ID#	Actions
B			Edit
M			Edit

Lunch ID#

Click "Edit" to manage phone numbers & email addresses.

Follow the directions to manage your contact information:

The screenshot shows a contact management interface with several sections: Phone, Email, and SMS. Each section has a list of fields and checkboxes. Red boxes highlight specific fields, and red arrows point from callout boxes to these fields.

Phone Section: Multiple rows of "Phone" input fields. A red box highlights the first field. A red arrow points from a callout box to this field.

Email Section: Multiple rows of "Email" input fields. A red box highlights the first field. A red arrow points from a callout box to this field.

SMS Section: Multiple rows of "SMS" input fields. Two red boxes highlight the first two fields. Red arrows point from a callout box to these fields.

Save To All Contacts: A checkbox labeled "Save To All Contacts" is checked. A red arrow points from a callout box to this checkbox.

Save Button: A green "Save" button is located at the bottom left.

Callout Boxes:

- Enter the phone numbers associated with this student here and check boxes for the type of calls you would like to receive.
- If you would also like to receive emails, enter up to 2 emails in these fields.
- If you would like to receive text messages, enter up to 2 mobile numbers in these fields.
- If you have the same preferences for all your children, check this box before clicking "Save".

If you ever miss a message, you can log in to the parent portal and click “SchoolMessenger”. The screen will show your child(ren) as well as any past messages sent from his / her school. If you have more than one child, messages pertaining to all children will be displayed on one screen. Click “Play” to hear the voice message or “Read Email” to read the written message if it applies.

The screenshot shows the SchoolMessenger interface for Rabun County Schools. At the top, there are tabs for 'Messages' and 'Contacts'. Below the tabs, there is a search bar and a table of messages. Two red callout boxes with arrows point to the 'Play' and 'Read Email' buttons in the 'Actions' column of the message table.

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Messages from the last 30 days

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Making sure your contact information is updated means you don't miss school announcements such as picture day or upcoming testing or district announcements such as school cancellations due to weather.