

Campus Parent Portal Contact Preferences

Manage your contact preferences by selecting the desired language and when you receive message, and how you receive that message (phone call, email, or text message).

From the **User Menu**, select **Settings**, then select **Contact Preferences**. Review existing contact information (phone numbers and email addresses), enter any updates, and mark your desired Messenger Preferences. When phone and email changes are made, an email notification acknowledging the change is sent to the individual, alerting them to changes they may not have made.

If you need assistance, please contact your building main office:

SLAC: 717-657-5122 | TWH: 717-657-5158 | STMS: 717-657-5125 | STHS: 717-657-5117

The screenshot shows the 'Settings' menu on the left with 'Contact Preferences' highlighted by a red arrow. The main content area is titled 'Contact Preferences' and includes fields for Cell Phone, Work Phone, Other Phone, Email Address, and Secondary Email Address. Below these is a 'Preferred Language' dropdown set to 'US English'. The 'Message Preferences' section has a warning about text message charges and a table for notification preferences. The 'Emergency' row in the table is highlighted with a red box. At the bottom, there are 'Phone' and 'Email' tabs, a 'Save' button, and a note: 'You must be a household guardian to edit the household phone preferences.'

Please make sure you select both **Phone** and **Email** under Message Preferences to verify both methods of communication.

In order to receive emergency messages via text message, phone, and email, please make sure that "Emergency" is selected for both phone and email. Click **Save** when changes are complete.

CELL PHONE (717) 123-4567	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PLEASE NOTE: This tool may be used to update phone number and email address information only. To complete a change of address, please contact the district office at 717-657-5100.