

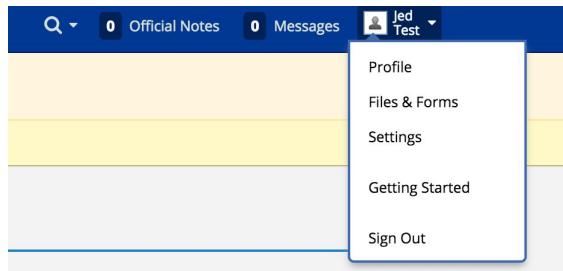
Step 2:

# Updating CCS Connect Communication Preferences

*Profile Information, Files & Forms, and Settings*



To choose which information is seen by different entities of the CCS Community (faculty vs. other parents, etc.), it's simple to select your preferences in [CCS Connect](#). Go to the upper right corner of your screen after you [log in](#) and click on your log in name to view the drop down menu.



## Update and Edit Profile

- ❖ Be sure that your contact information is correct by viewing your "**Profile**." If you see any mistakes in your personal profile information, you can edit it in the "**Profile**" section of that original drop down menu.
  - Be sure to enter your Household Address Salutations by following the formula below. Be sure to enter the information as a couple if you are married.

A screenshot of a web-based form titled "Edit Address". The form has several input fields:

- Salutation: A dropdown menu showing "jed and Lynn Test".
- The Test Family: A dropdown menu showing "The Test Family".
- Mr. and Mrs. Jed Test: A dropdown menu showing "Mr. and Mrs. Jed Test".
- Address: An input field containing "2024 Cool Street".

There are also two empty input fields below the address field.

## Update Files & Forms

- ❖ Fill out the Forms that are waiting for you when you log in. You'll see a notification at the top of the screen (see image below).

**! You have: 1 Form(s) to Review X**

- ❖ Each child has **four** Forms for you to review and submit.

Jane's files and forms		
	Permission to Dispense Medication	Due: 8/22/2017 <a href="#">Review</a>
Emergency Contacts	Emergency Contact Information	Due: 8/31/2017 <a href="#">Review</a>
Medical	Allergy Information Form	Due: 8/31/2017 <a href="#">Review</a>
Profile Updates	Update Child's Profile Information	Due: 8/31/2017 <a href="#">Review</a>

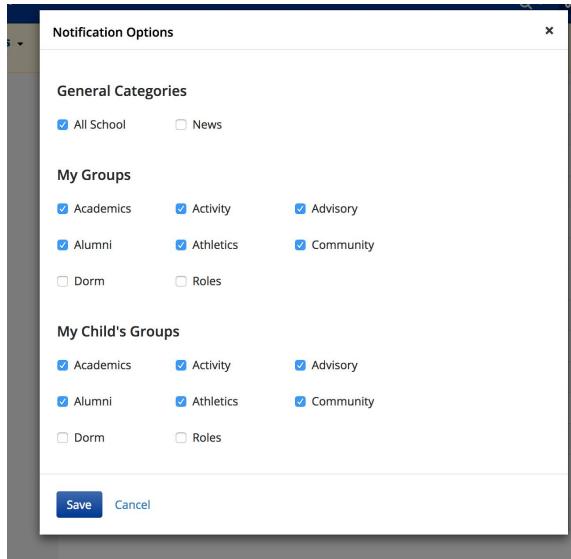
- a) Permission to Dispense Medication Form: This form is only for those children who need to take medication during the school day. The medication must be stored in our office vault and be administered by office staff. Additionally, this form must accompany the medication.
- b) Emergency Contacts: This form must be filled out for each child.
- c) Medical: This form is used to alert teachers about your child's allergies and important medical information.
- d) Profile Updates: This important form updates all of the information for your child. Be sure to enter your child's birthday and the household's address and home number for each child. This will ensure that when your child's teacher views a child's profile, the teacher will have the child's household information.

## Edit Settings

- ❖ Go to the upper right corner of your screen after you [log in](#) and click "**Settings**" from the drop down menu.
- ❖ Once in the **Settings** window, you'll see a choice of three items on the lefthand sidebar: Login Settings; Notifications; and Privacy.
  - In **Login Settings** you can edit your password, choose which page you'd like to be directed to when you log in, whether it be the calendar, the Resource Board, the default News > Featured Items, or whichever you choose.
  - The **Notifications** section is **\*\*\*\* EXTREMELY IMPORTANT\*\*\*** and is where you can choose what you want to be notified of when updates occur, such as Message alerts, athletic practice changes, assignments added, etc.—you can pick as many or as few as you'd like. Please note that CCS will require you to turn on the alert for News Posted (for either email or text msg) since teachers have configured their classroom news to fit this feature.

Practice Added	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Practice Changed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Practice Reminder	<a href="#">Edit Options</a>	<input checked="" type="checkbox"/>
Practice Schedule Published	<input checked="" type="checkbox"/>	<input type="checkbox"/>
News Posted	<a href="#">Edit Options</a>	<input checked="" type="checkbox"/>
<b>Bulk E-mail</b>		<input checked="" type="checkbox"/>

- Additionally, please choose all of the items under **Edit Options** so all of your groups will send you an alert when news is posted.



- In the **Privacy** section \*\*\* VERY IMPORTANT \*\*\*, please DO NOT select the "Include my name, but do not include any other information about me" button that is currently off by default. Doing so will make it impossible for teachers to contact you through the onCampus system.
- Instead, choose what information you want visible to each group (Teacher, Parent, Non-Teaching Staff, Nurse) by visiting the tabs on that page. For instance, if you want your child's teacher to be able to call you, but you don't want to publish your phone number to other parents, this is where you can set those preferences. The system will save these choices when you exit.

**Account Settings**

Welcome to your profile!

Login Settings

Notifications

**Privacy**

**Privacy settings**

Manage the amount of information on your contact card that you would like to show in the directory

**Include my name but do not include any other information about me.**

**Include my name and only the specific information selected below to those specific constituent types.**

▼ Teacher

General Information

Prefix

Suffix

Maiden Name

E-mail

jedtest@mymail.com