

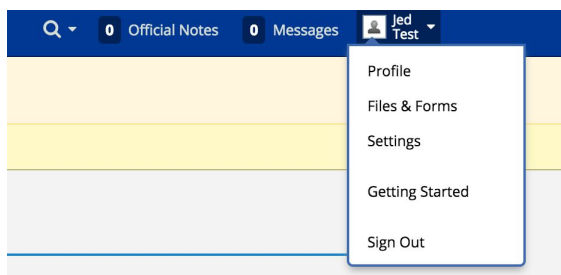
Step 2:

Updating CCS Connect Communication Preferences

Profile Information, Files & Forms, and Settings

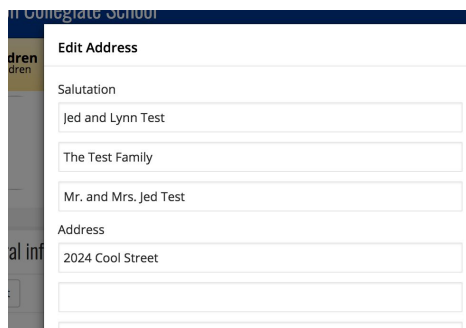


To choose which information is seen by different entities of the CCS Community (faculty vs. other parents, etc.), it's simple to select your preferences in [CCS Connect](#). Go to the upper right corner of your screen after you [log in](#) and click on your log in name to view the drop down menu.



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.



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** 

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

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

- 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.
- Emergency Contacts:** This form must be filled out for each child.
- Medical:** This form is used to alert teachers about your child's allergies and important medical information.
- 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	Edit Options	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Practice Schedule Published		<input checked="" type="checkbox"/>	<input type="checkbox"/>
News Posted	Edit Options	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bulk E-mail		<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.