

# Parent Guide to School Messenger

1. Login to your existing Parent Portal  
<https://ottawahills.ps.nwoca.org/public/>
2. From the Home Screen Locate and **Click** the School Messenger Icon in the Left Navigation bar, this will send you to our School Messenger Portal.

**PowerSchool**

**Aidan**

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- SchoolMessenger**
- Class Registration
- Balance
- My Calendars
- School Information
- Account Preferences

**Grades and Attendance**

### Grades and Attendance:

Exp	Last Week					This Week		
	M	T	W	H	F	M	T	W
1(A-C,E)					.			
2(A-B,D-E)			.					
3(A,C-E)		.						
4(B-E)	.				.			
5(A-C,E)				.				
6(A-B,D-E)			.					
7(A,C-E)		.						

3. Once in the School Messenger portal you may be asked to "Authorize" or "Revoke Authorization" for each number the school has on file. Please choose the appropriate option for each number listed.

**Do we have permission to call you?**

Please select which phone number(s) your school or school district may contact you at for non-emergency purposes.

(419) 555-1234     

(419) 555-1235     

By selecting yes and save, I consent to receive calls containing pre-recorded voice messages.

**Do we have permission to call you?**

Please select which phone number(s) your school or school district may contact you at for non-emergency purposes.

(419) 555-1234     

(419) 555-1235     

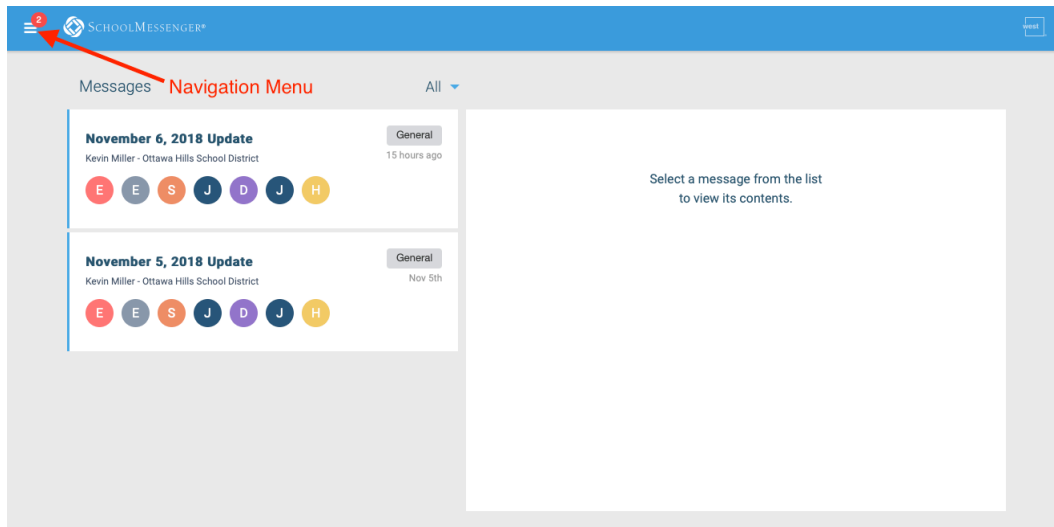
By selecting yes and save, I consent to receive calls containing pre-recorded voice messages.

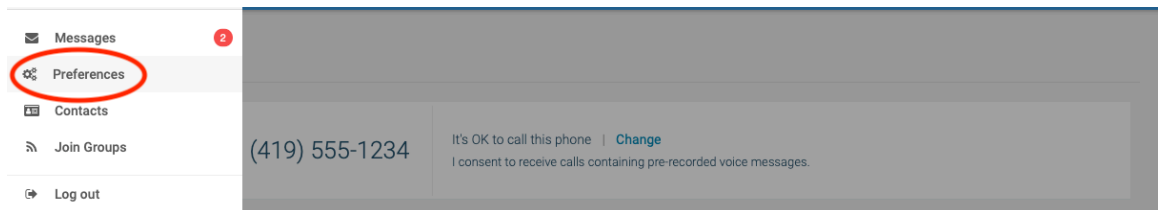
4. Save Permission

# Main Navigation

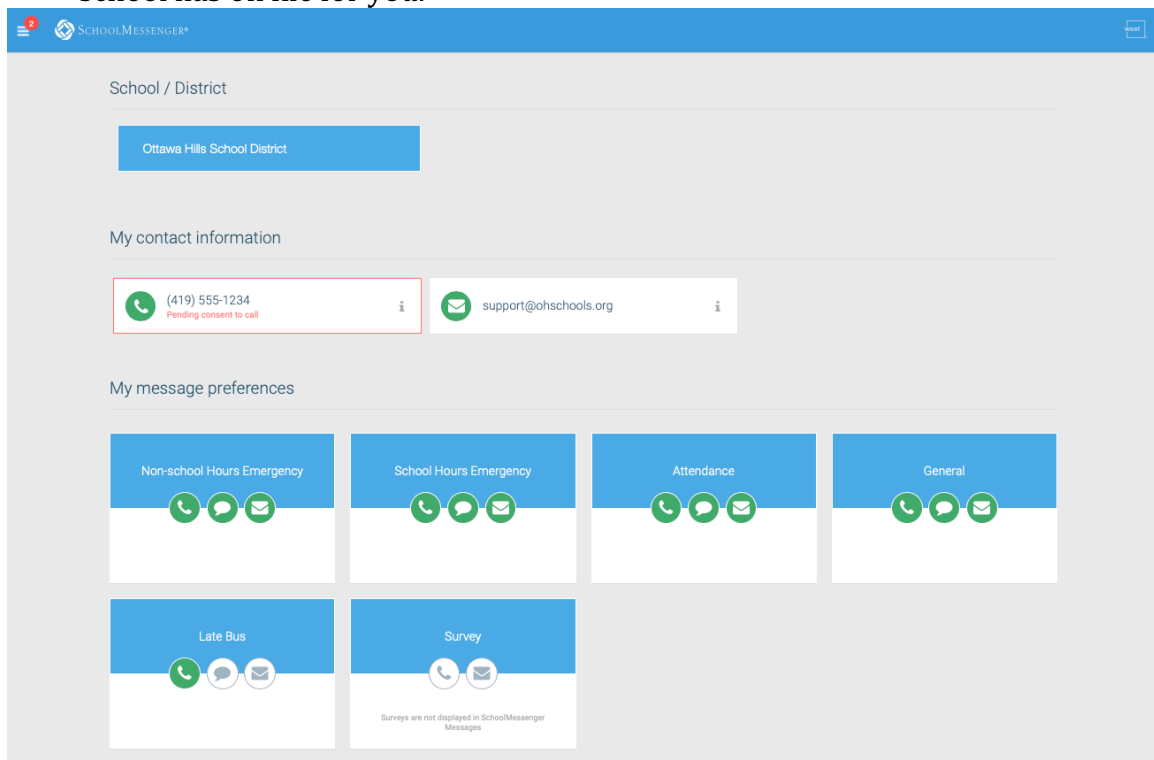
1. Click on the Navigation Menu



2. Click Preferences



3. On the Preferences Dashboard, you will be able to see the information our school has on file for you.



## Message Category Definitions

- **Non school-hour emergencies** (these would be weather delay and cancellation notices);
- **School hour emergencies** (for example, if we had to go into a lock-down for any reason, we would notify you via School Messenger);
- **Attendance** (calls about your student being absent from school; this feature is coming soon);
- **General** (these are general announcements; note that we only intend to use School Messenger for those issues which might have an impact on our regular school day or district operations; you will NOT received phone calls about regular school events);
- **Survey** (this is a choice in School Messenger, but we do NOT intend to use School Messenger for survey purposes).

## Mass Assign Preference by Category

You can Mass assign your preferences by clicking on the category then checking the box next to each phone number and/or email

### Non-school Hours Emergency

Emergency notifications sent before or after school hours



Phone call



(419) 555-1234

Pending consent to call



Text message



(419) 555-1235



Email



support@ohschools.org

Cancel

Save

## Making Changes to Individual Number or Email

You can make changes to an individual Number or Email by clicking on the desired phone number or email. Then you will have granular control over the messaging types for each category associated to this number/email.

***In our example below, we have chosen to receive a call and a text message to this phone number and email for Non-School Hours Emergency, School Hours Emergency and General Announcements***

The screenshot displays the 'My Phone' and 'My Email' configuration screens in the SchoolMessenger application. The 'My Phone' section shows the phone number (419) 555-1234 and allows selection of message categories and types. The 'My Email' section shows the email address support@ohschools.org and allows selection of message categories and types. Both sections include 'Cancel' and 'Save' buttons at the bottom.

**My Phone**

(419) 555-1234

It's OK to call this phone | [Change](#)  
I consent to receive calls containing pre-recorded voice messages.

Choose the messages you are interested in receiving from Ottawa Hills School District, and how you want to receive them.

Category	Call me	Send text
Non-school Hours Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School Hours Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Late Bus	<input type="checkbox"/>	<input type="checkbox"/>
Survey	<input type="checkbox"/>	<input type="checkbox"/>

Surveys are not displayed in SchoolMessenger Messages

[Cancel](#) [Save](#)

**My Email**

support@ohschools.org

Choose the messages you are interested in receiving from Ottawa Hills School District, and how you want to receive them.

Category	Email Me
Non-school Hours Emergency	<input checked="" type="checkbox"/>
School Hours Emergency	<input checked="" type="checkbox"/>
Attendance	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>
Late Bus	<input type="checkbox"/>
Survey	<input type="checkbox"/>

Surveys are not displayed in SchoolMessenger Messages

[Cancel](#) [Save](#)