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.

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   Is it ok to call this phone number?   ▾

(419) 555-1235   Is it ok to call this phone number?   ▾

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

Cancel   Save

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.
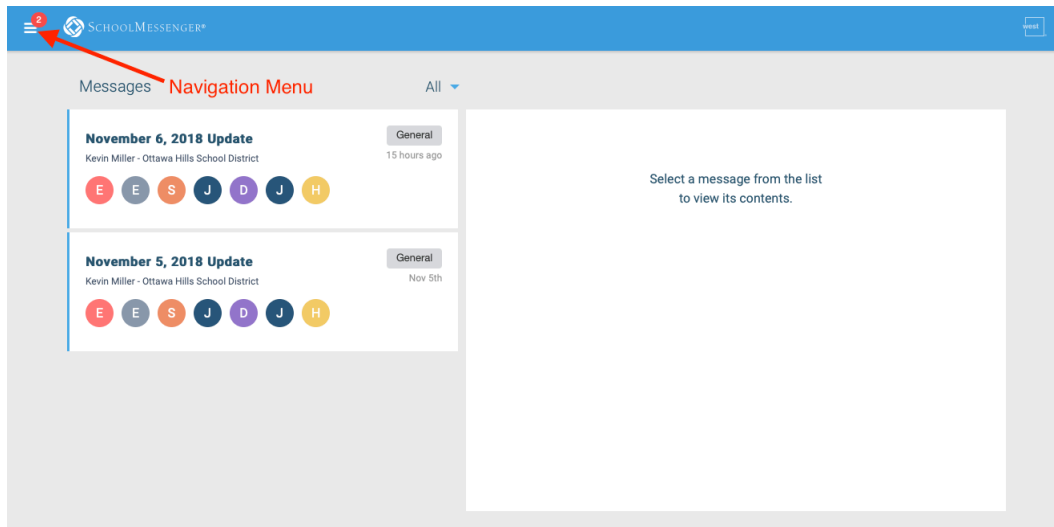
(419) 555-1234   Yes, it's ok to call me at this number   ▾

(419) 555-1235
✓ Is it ok to call this phone number?
Yes, it's ok to call me at this number
No, call me for emergencies only

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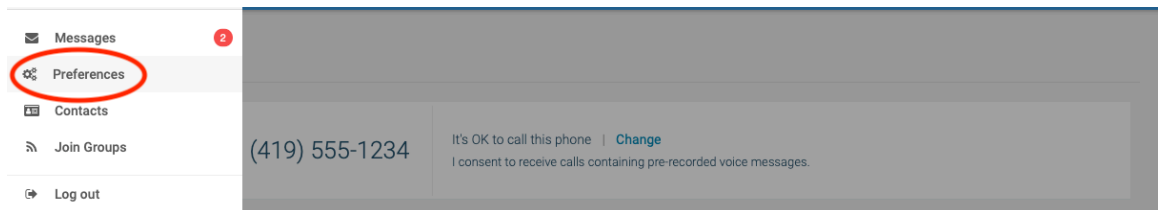
Cancel   Save

4. Save Permission
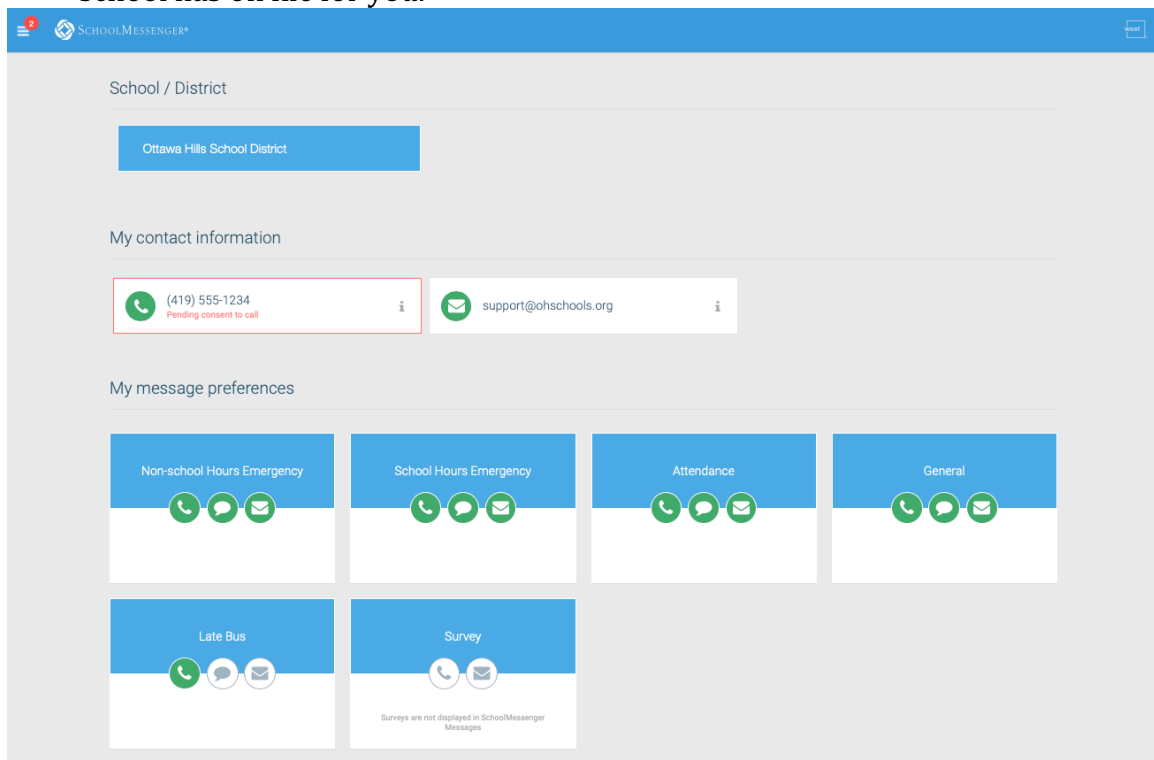
Main Navigation

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