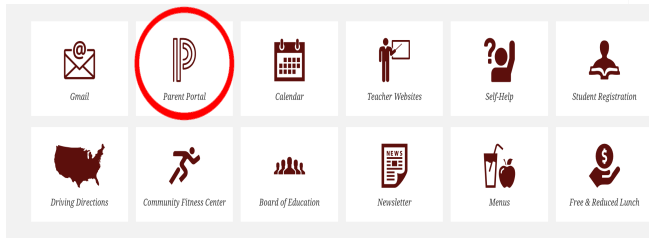
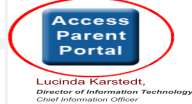


# Parent Directions to Update Email and Contact Information in the Parent Portal

Please log in to the Parent Portal from the district webpage: [www.edencsd.org](http://www.edencsd.org)



## Eden CSD's Parent Portal



Report Cards will be posted by the end of business day.

All Report Cards in the Parent Portal: Kindergarten through twelfth grade will have their report cards posted in the Parent Portal. If you do not have Internet access, you can contact the main office of your child's school to request your child's report card by mail.

**Username**s are not email addresses.

**Password**s must be changed every year, when prompted. If you are having trouble logging in, please use the link provided under the sign in area. If that does not help, please contact the main office of your child's school.

GLP: 992-3638

Eden Elementary: 992-3610

Jr/Sr High School: 992-3600

If you have never logged in, you will need an instruction sheet to create a new account. Please contact the main office of your child's school. You will need an **access code** for each of your children to be able to connect them to your accounts.

## Important: There are two locations in the Parent Portal to update information.

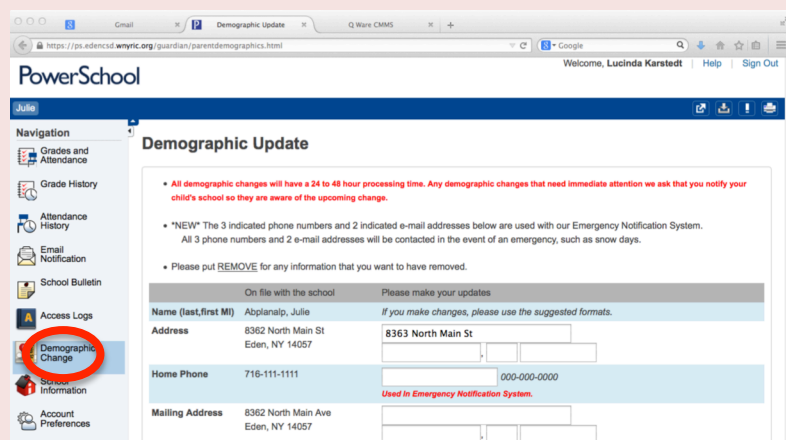
Important: You must update both email address locations in the Parent Portal.  
**First Location – Account Preferences** is for teacher emails, Daily Bulletins and reports sent from PowerSchool.

**Second Location – Demographic Change** will be for the district's emergency notification system. (See pg. 2)

### First Location: Account Preferences

This is the email PowerSchool defaults too. For example, teachers that send email through their Gradebook PowerSchool will automatically use this email address.

**Important: There are two locations in the Parent Portal to update information.**



Step One is to update any changes or additions to the **Demographic Change** section.

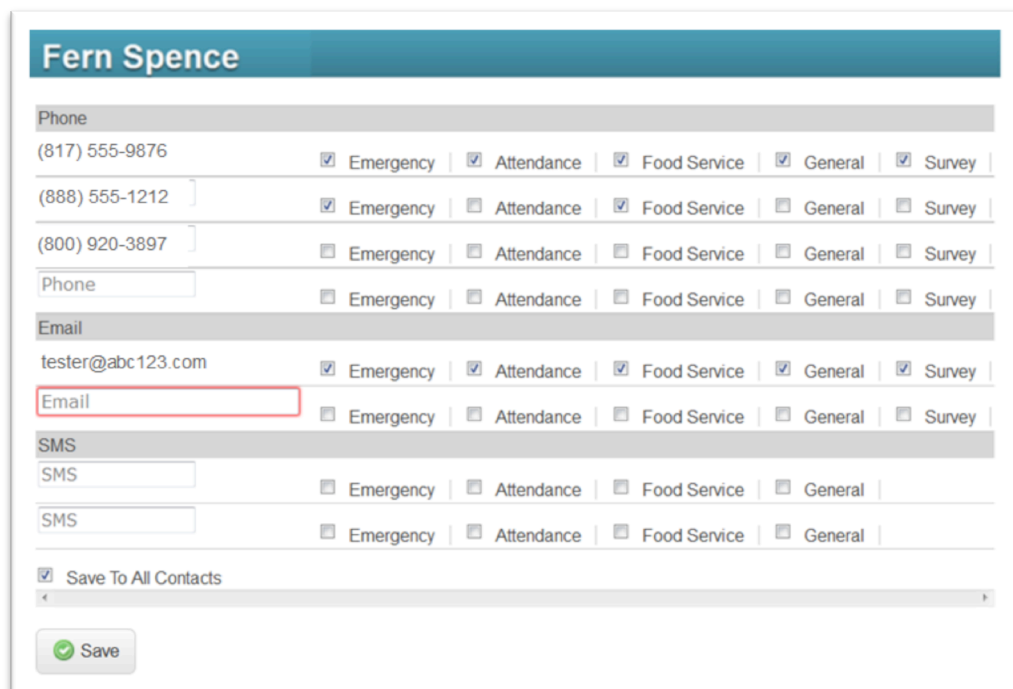
Step Two is under the **School Messenger** section where you can select what numbers will be called, text or emailed for emergency notifications from the district.

### Second Location: Demographic Change

This year the phone numbers for both voice calls and text messages along with email will automatically use these numbers in the district's new emergency notification system.

Step Two for setting up your emergency notification messages that you would like to receive from the district at phone numbers, email or SMS text addresses.

[SMS numbers are cell numbers that you would like to receive text messages.]



Change or add phone numbers:

- Enter or change your desired phone numbers in the **Demographic Change** page (outlined above).
- Check which types of messages you would like to receive at each phone number.
- You must check at least one number for Emergency and Attendance calls.

Enter or change your desired email addresses or SMS text numbers by following the same processes outlined for phones calls.

**SMS numbers are cell phone numbers where you would like to receive text messages. Click Save.**

Recipients not wishing to receive text messages to a particular number can simply do one of the following:

- Don't opt-in, and don't reply to the opt-in invitation message.
- Text "STOP" to 68453 at any time.
- Uncheck the SMS boxes in your Parent Portal account, see above.
- Opt out online at <http://schoolmessenger.com/txtmsg>