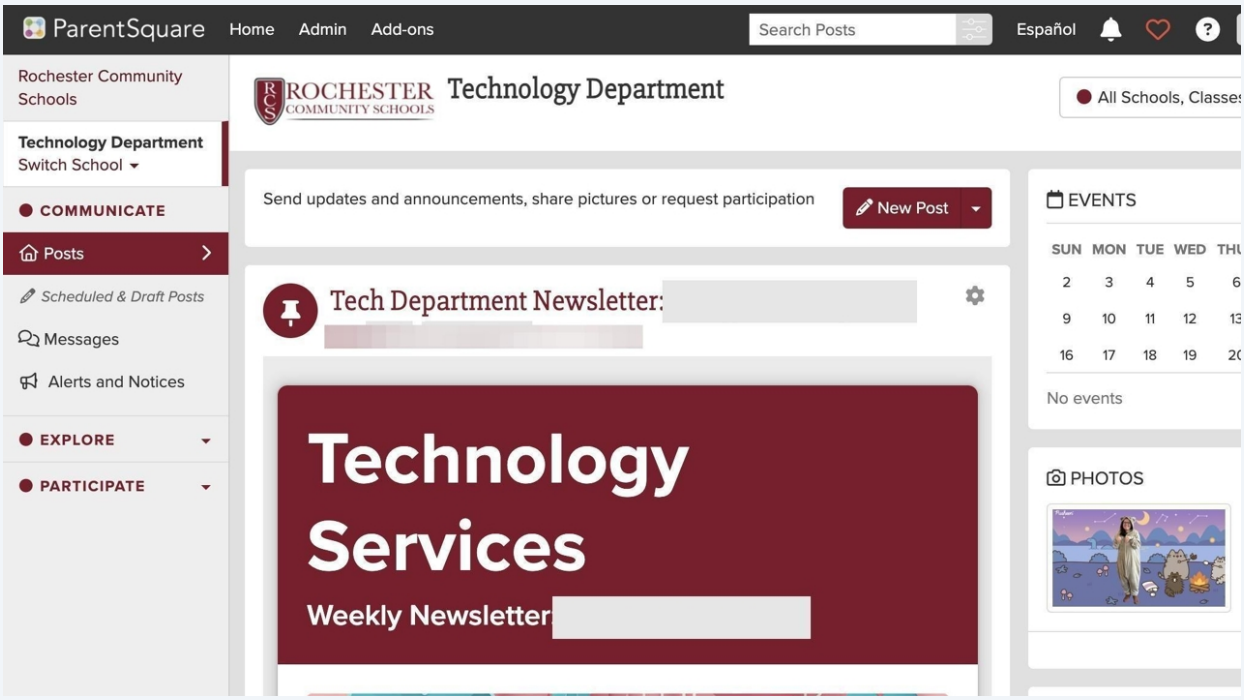
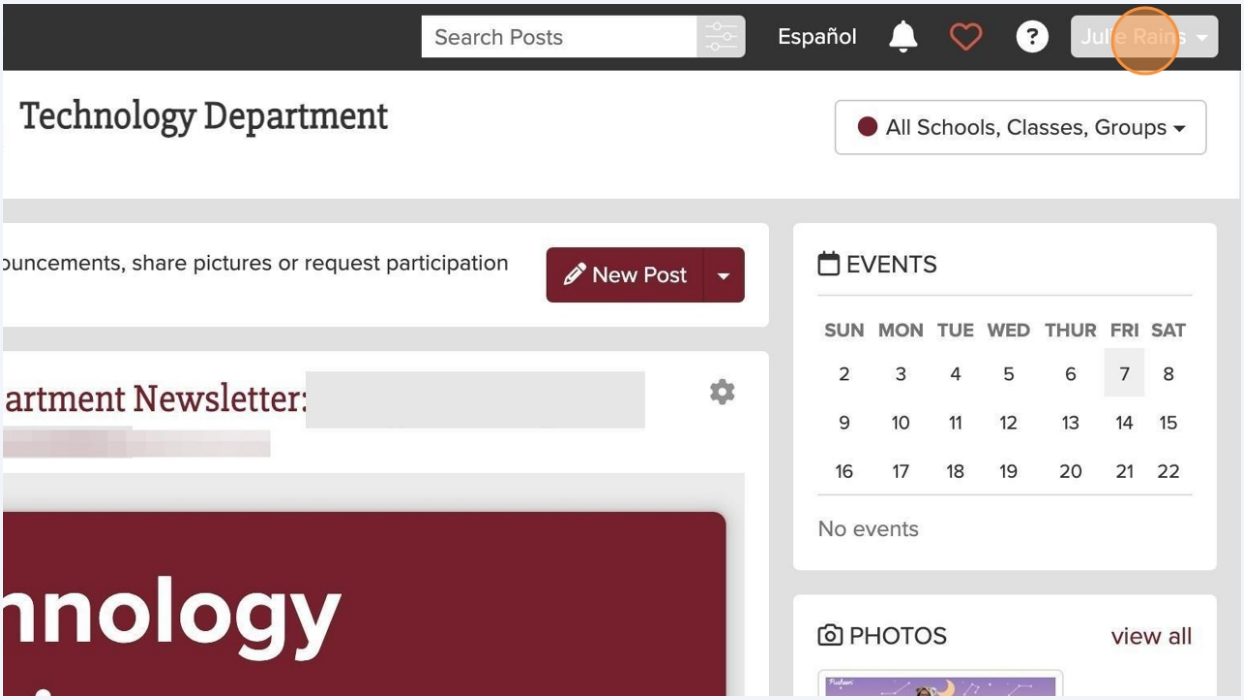
Adjusting Notification, Language, and Office Hours Settings on ParentSquare

This guide provides essential steps for parents to customize their ParentSquare experience by adjusting notification preferences, language settings, and office hours.

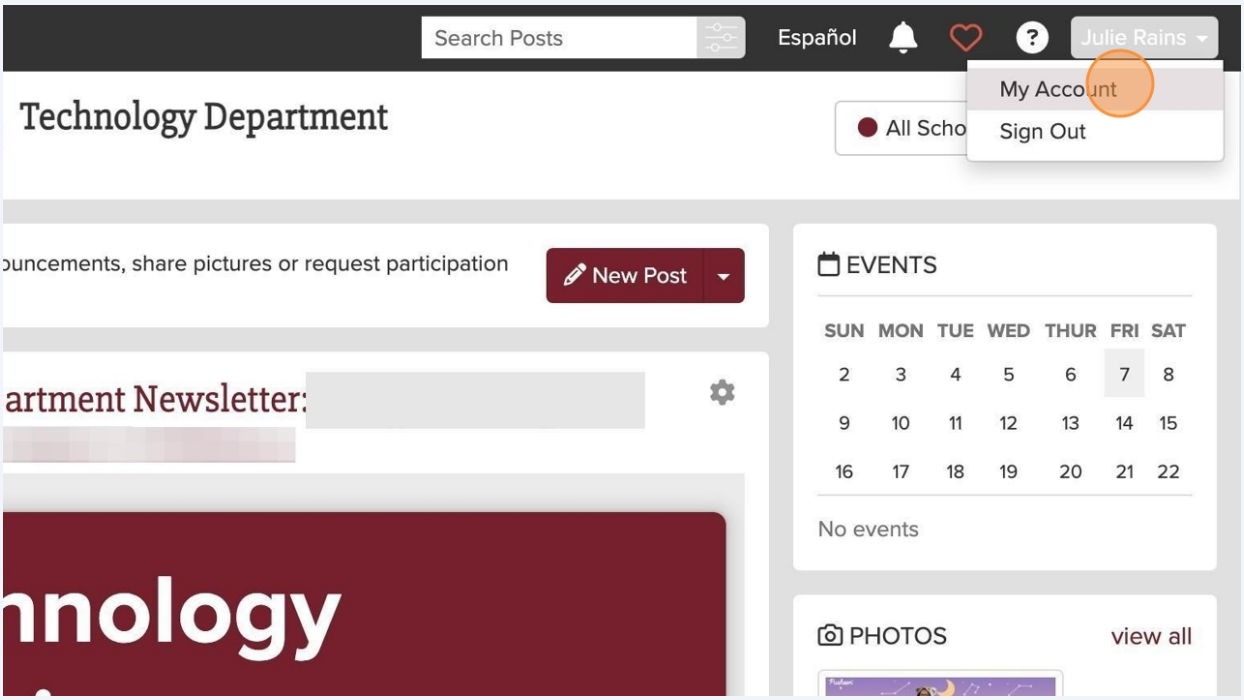
1 Navigate to ParentSquare



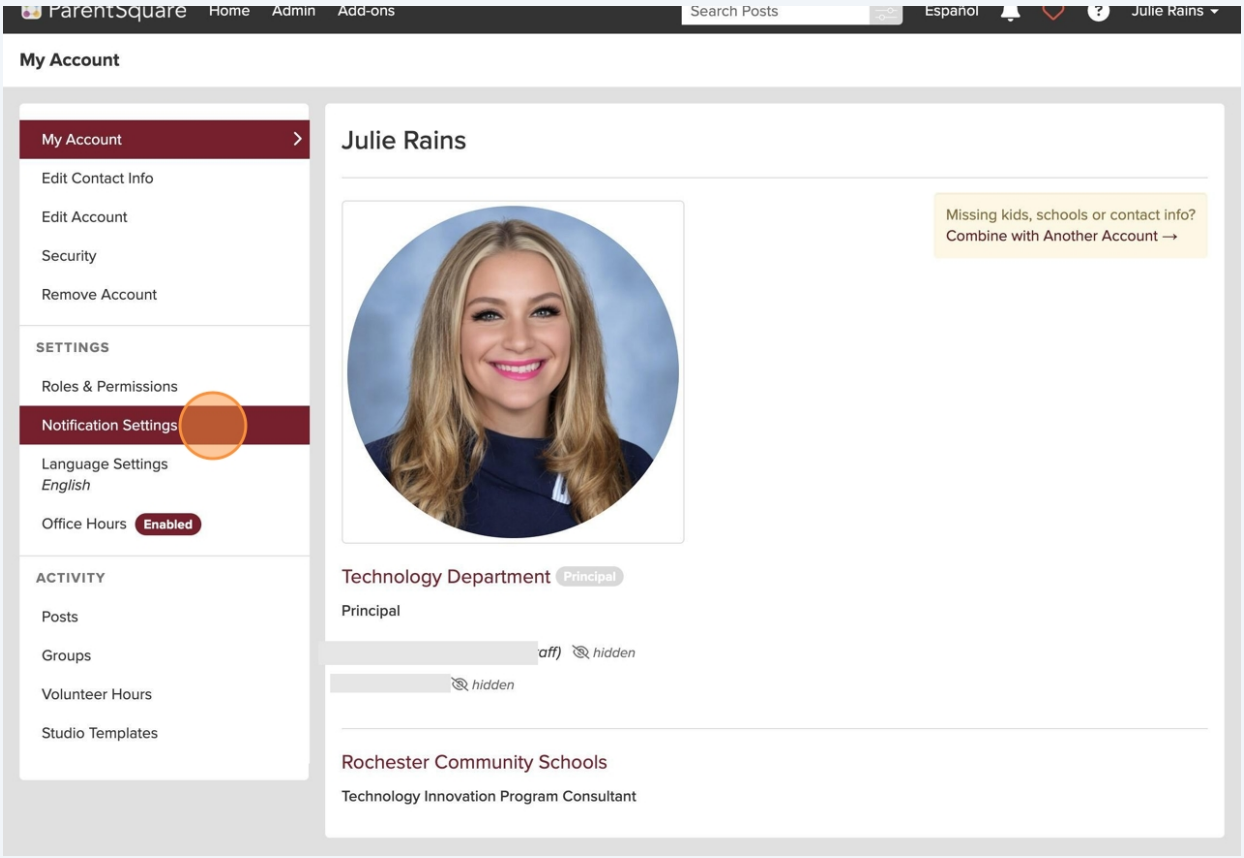
2 Click on your name in the upper right corner.



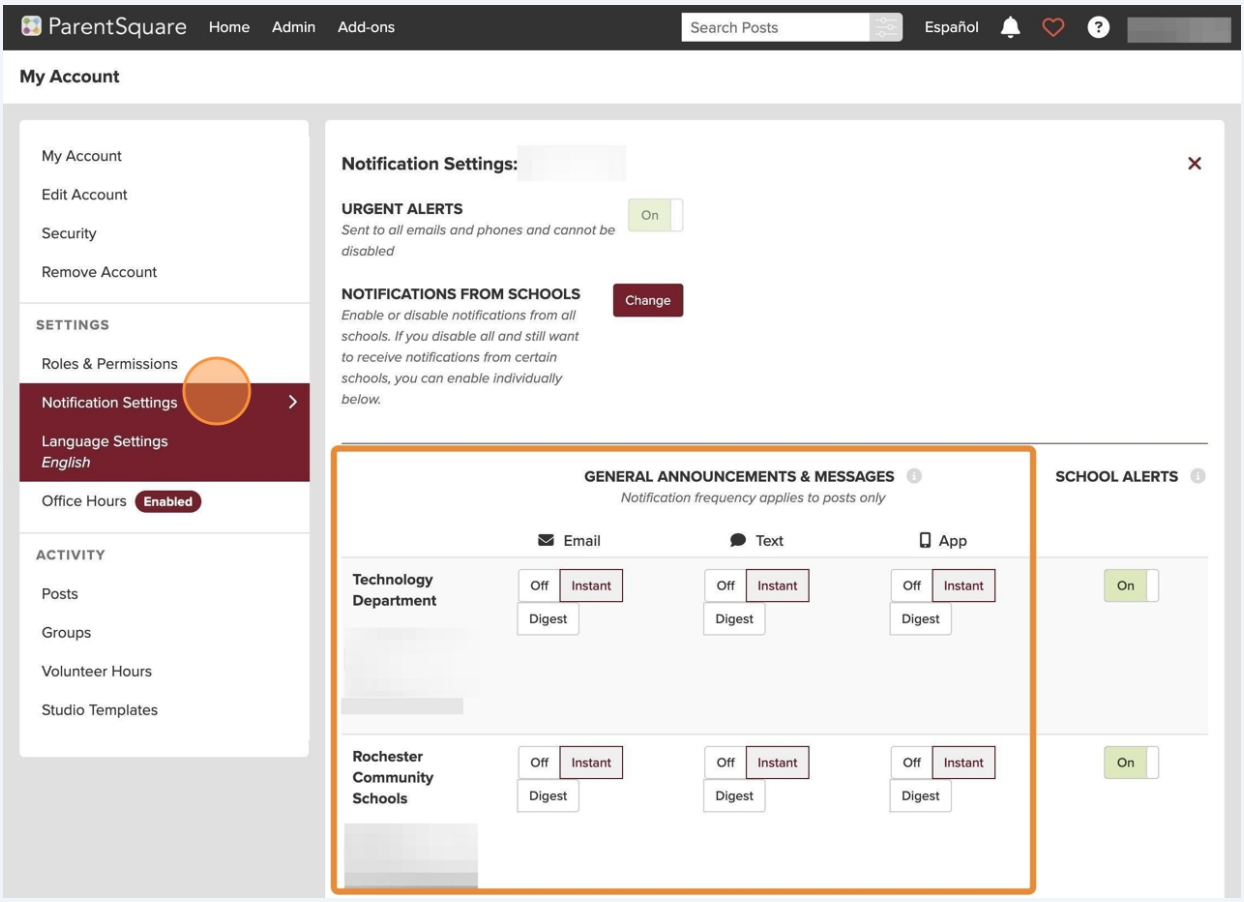
3 Click "My Account"



4 Click "Notification Settings"



5 You can adjust when you receive Email, Text and App notifications based on your personal preferences. NOTE: Urgent messages will override these settings and be sent instantly.

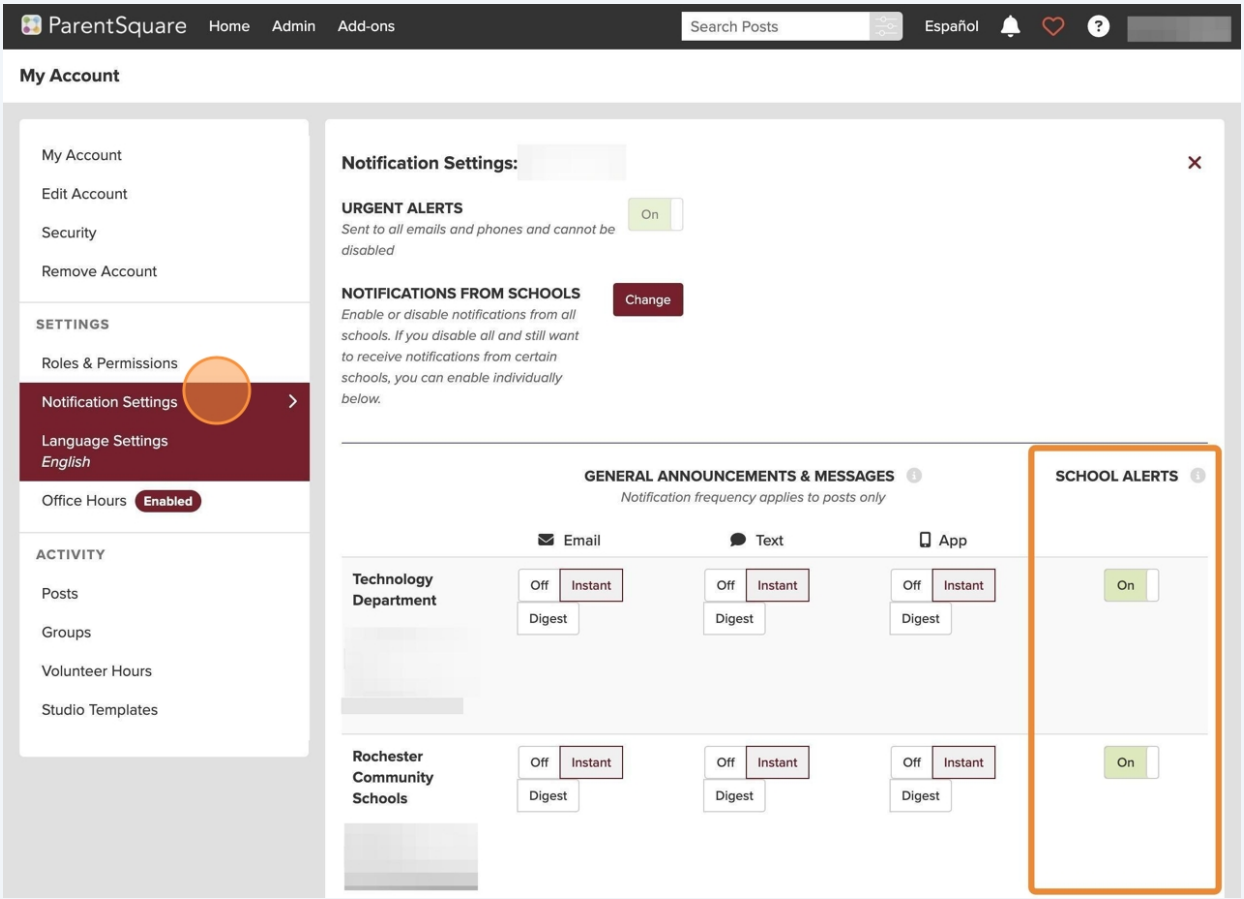


Tip! Setting your notification preferences allows you to customize your ParentSquare communications.

Instant: You will receive the communication as soon as it is sent out.

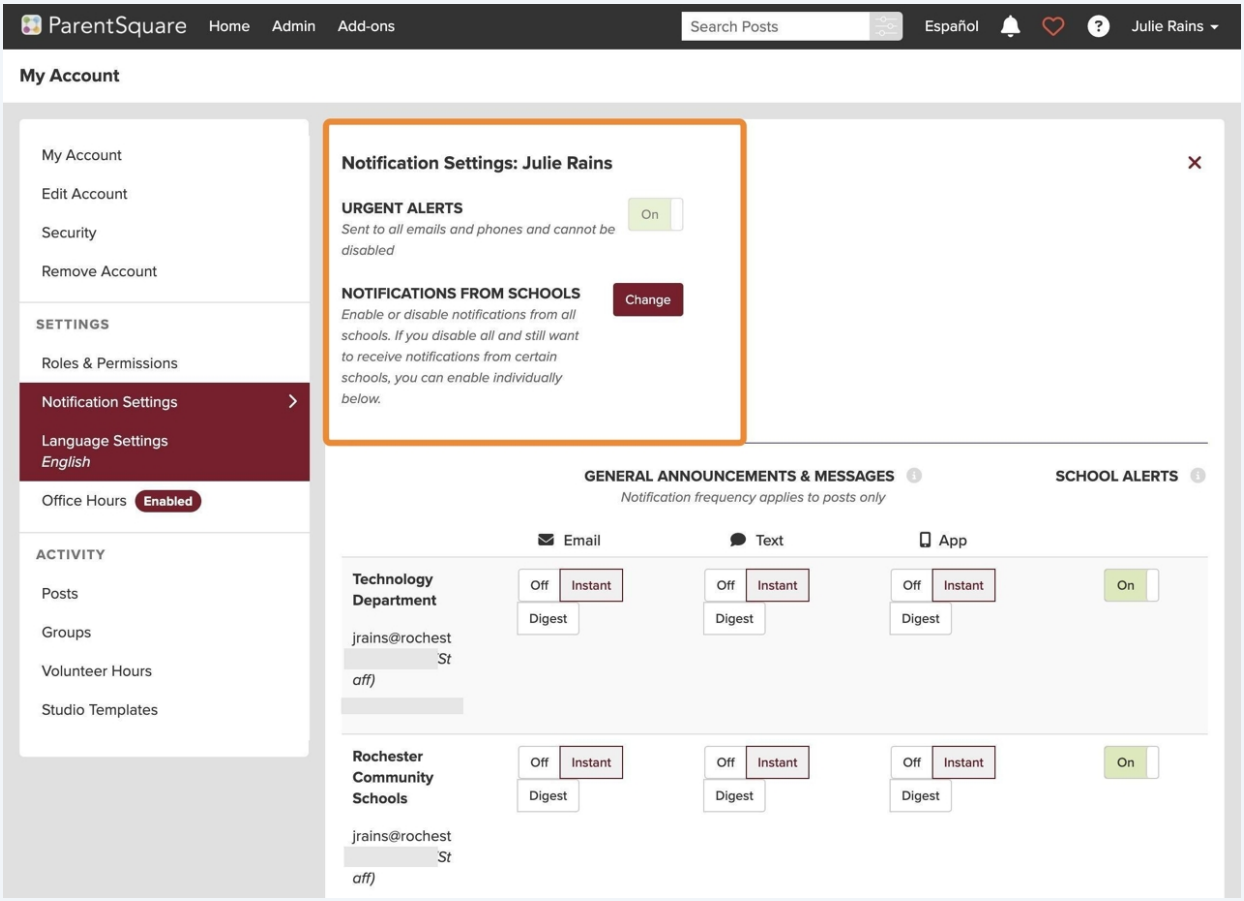
Digest: You will receive all of the day's (non-urgent) posts at 6:00pm in one communication.

6 Set your "School Alerts" notification setting.

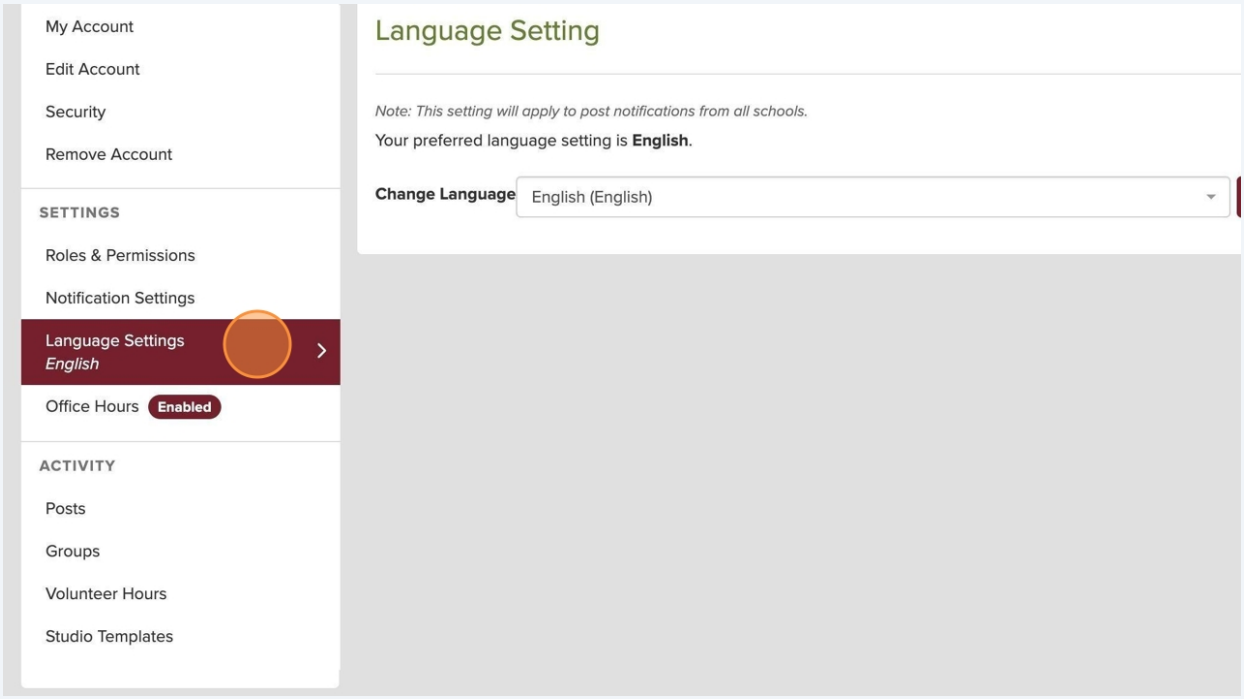


IMPORTANT NOTE: "School Alerts" are not emergency notifications, but day-to-day reminders or short communications about any number of school activities or operations.

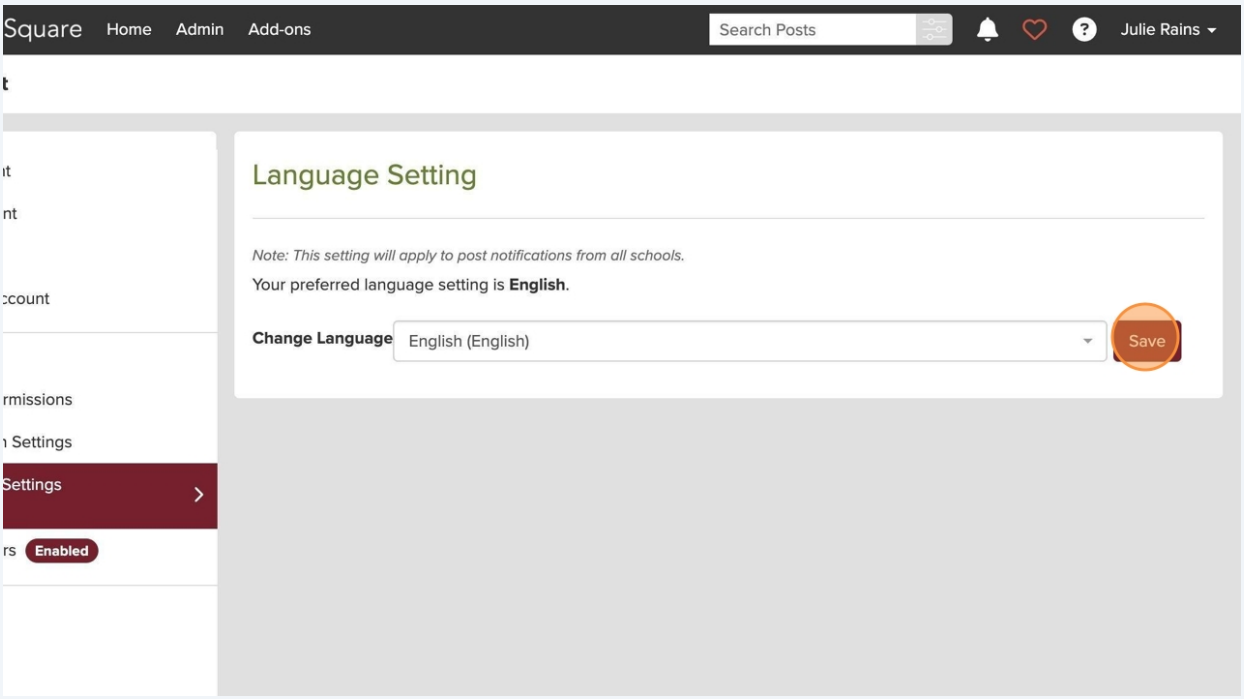
7 There is also an Urgent Alert section. NOTE: "Urgent Alerts" **cannot** be turned off



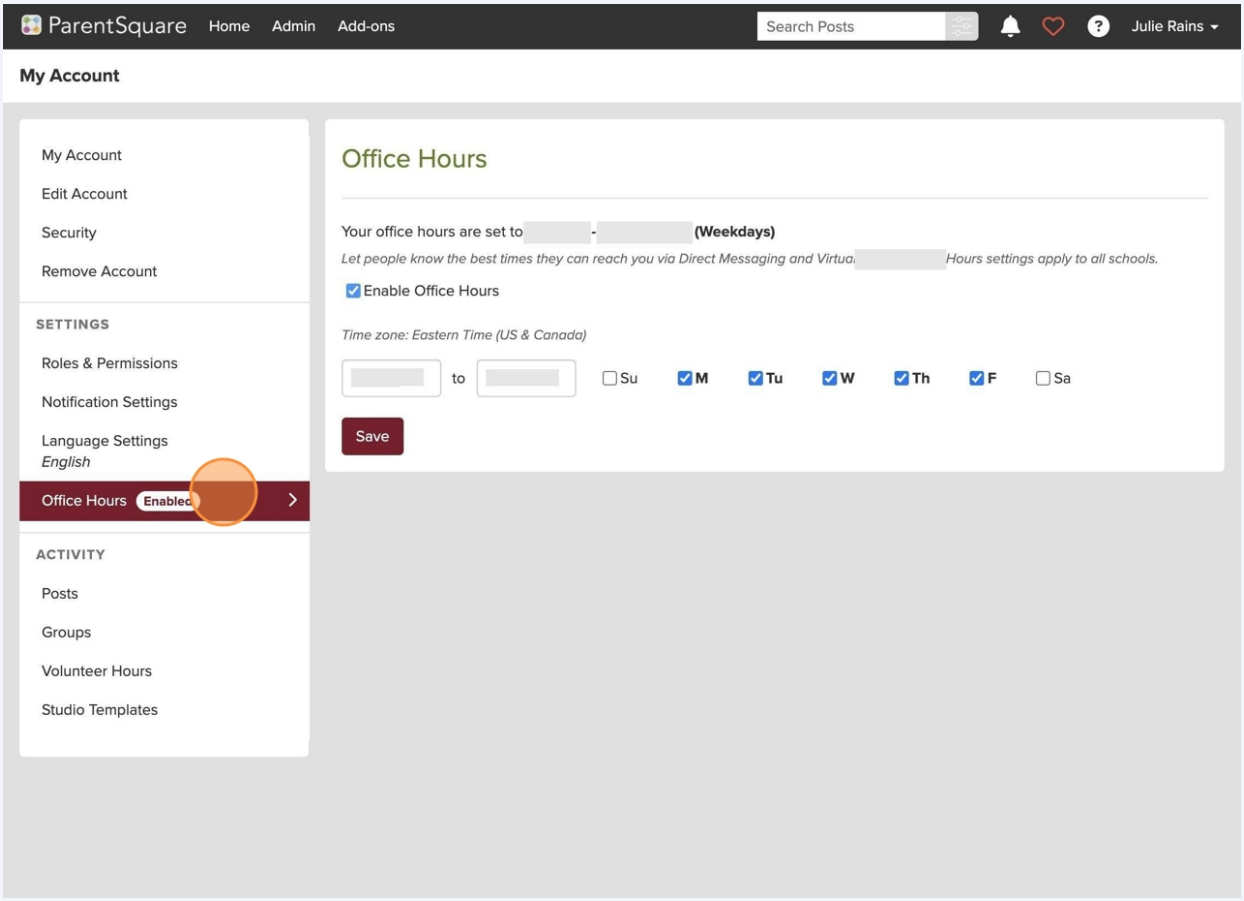
8 Click "Language Settings"



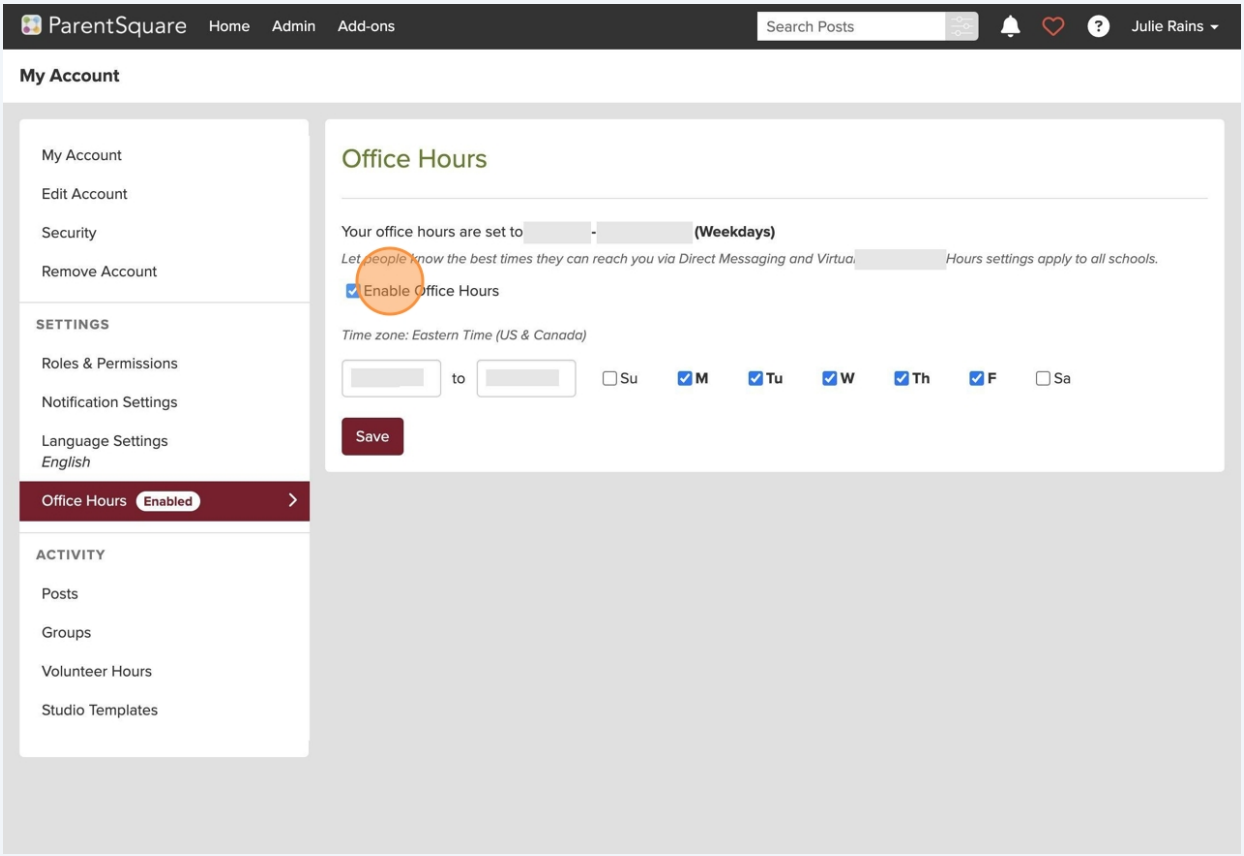
9 Adjust your preferred language using the dropdown arrow and click "Save."



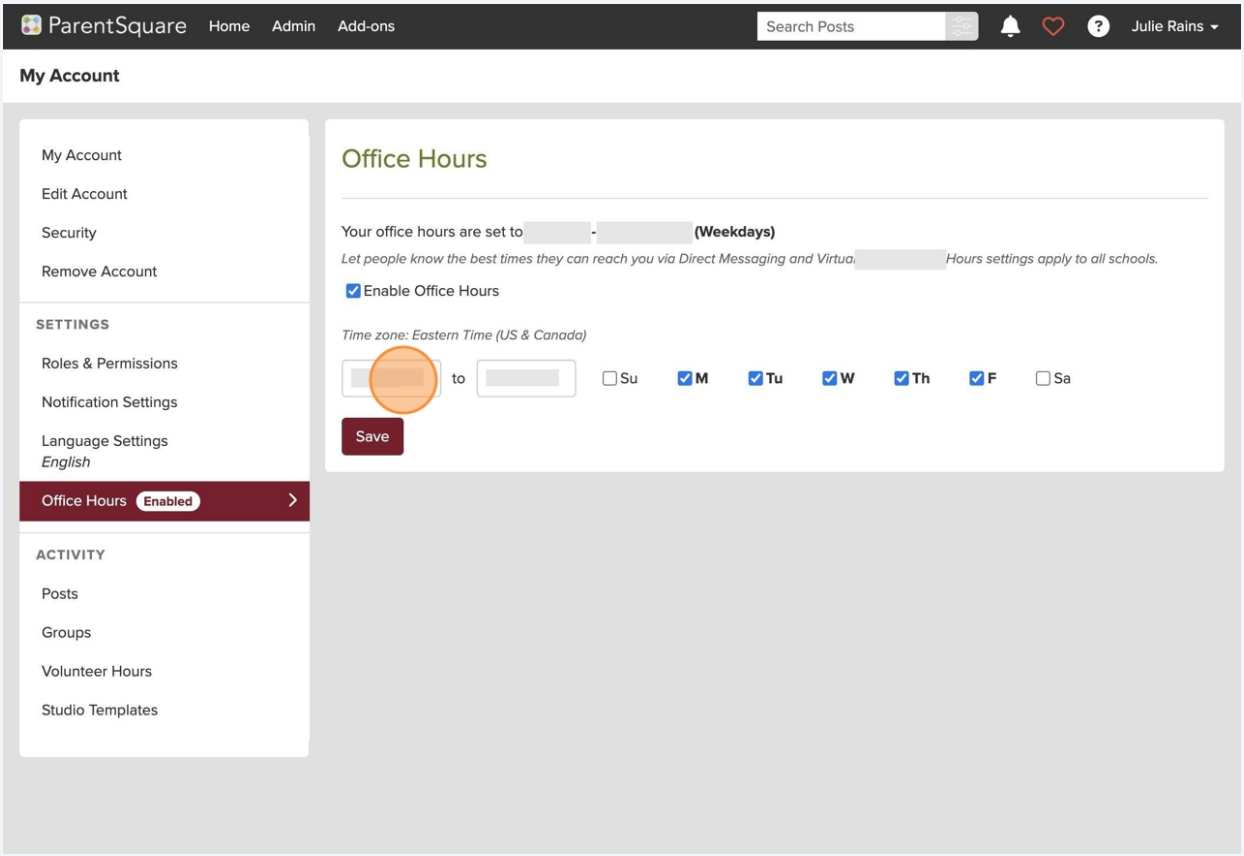
10 Click "Office Hours"



11 Click "Enable Office Hours"



12 Set your preferred Office Hour times and available days.



13 Click "Save."

