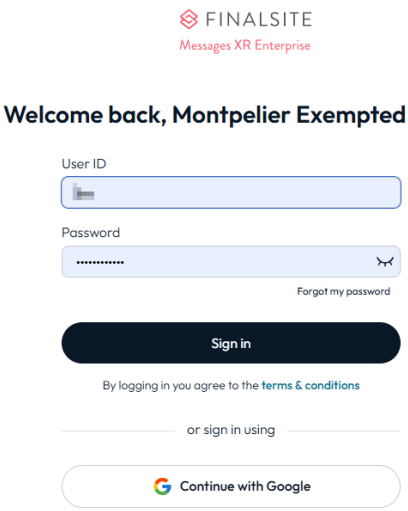
Parents and Families: Manage your account profile and preferences

Finalsite Messages XR allows Parents and Families to manage their own account preferences, subscriptions, and notifications by updating the user profile.

Finalsite XR Help Center – Parents and Families: Manage your account profile and preferences

Logging into Finalsite Messages XR

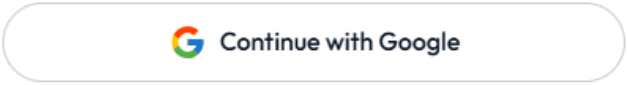
Login - https://montpelierk12ohus.parentlink.net



- **User ID:** Enter the login ID username assigned to you. User ID = Email found in PowerSchool
- **Password:** Enter your password.
    - If you have never logged in or have forgotten your password, click on “Forgot my password”
    - This step is not required, but would allow you to log in if you can’t get logged in with the Google Login Help resetting your password

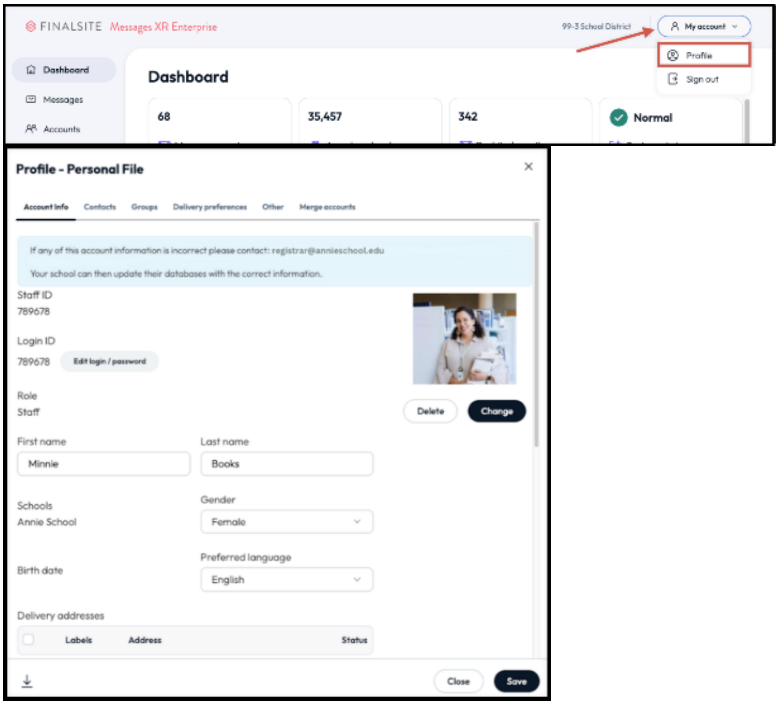
OR

- **Sign in using Google:** This is common for districts who use Google as the backend for their email services. If already signed in, no need to sign in again. If prompted, however, enter email address > Next > etc.



Update your account profile

- Once you are logged in, navigate to the My account dropdown in the top right corner.
- Click on Profile to open your profile.
- Click into each of the tabs to confirm the information that you see is correct.



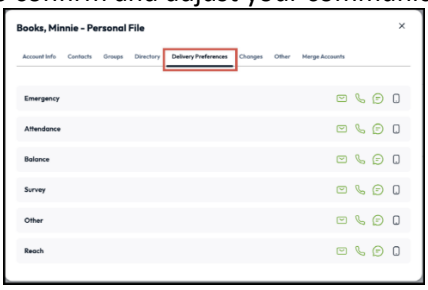
Account Tabs

Depending on your assigned Role, you may (or may not) see the following tabs in your profile:

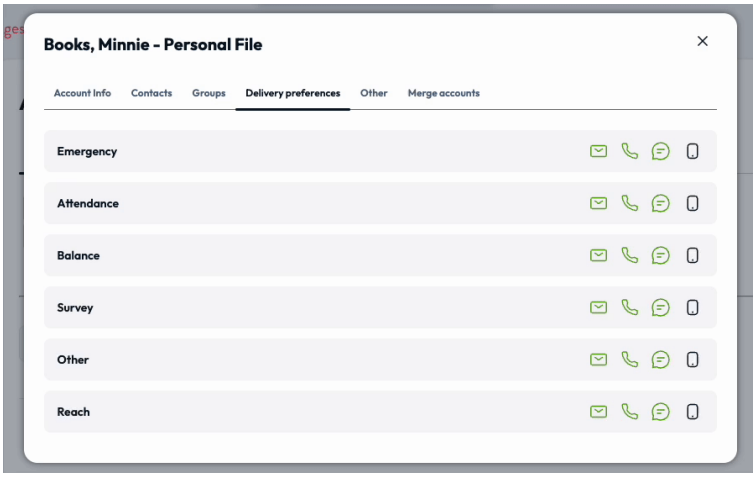
- Account Info: This tab displays the same information that can be found in the My Accounts tab, including name, IDs, role, school, gender, preferred language, delivery addresses, and whether the account is configured.
    - Update your login and password, upload profile pictures, update contact details, and more. District administrators can view the Delivery Status levels for each user here.
- Classes: Depending on the user, the Classes tab lists the class information.
- Attendance: Depending on the user, the Attendance tab lists recent absences. Select a timeframe for a list of absences, and produce a report.
- Contacts: Think of this area as an inbox of sorts, a place where you can view recent messages that were sent to you and your replies.
- Groups: This tab displays the list of groups that the user is a member of.
- Parents: This tab displays the list of parents connected to a user account (for students). From here, you can add parents and guardians to a student account.
- Delivery Preferences: This tab allows you to view the users preferences for delivering a specific type of message.
- Other: This tab displays different type of information depending on the user type.
- Merge: This tab allows you to select one account to be merged with another account.

Manage delivery and notification preferences

Navigate to the Delivery Preferences tab to confirm and adjust your communication preferences, as needed.



- Hover over the icons in a specific category and click to manage that delivery mode.
- Select the notification preferences for different types of messages.
- The phone number or email address that is currently assigned will display when clicking on each icon.



Delivery Preference Real World Scenarios

Scenario #1: Emergency Communication: When there's an emergency at your child's district or school, you'll want to make sure that you have contact information listed.

- Click into each icon in the Emergency category and confirm where this communication will be sent.
- Check the box to opt-in to receive communication to this number or address.
- Uncheck the box to opt-out from receiving communication to this number or address.

Scenario #2: Non-emergency Communication: Other categories are communications sent to you regarding, for example, your child's attendance or lunch balance.

- Select the preferences that work best for you and your family.