

Setting Up Communication Preferences

in MyPowerHub and SchoolMessenger

You will need to set your preferences for **both** applications.

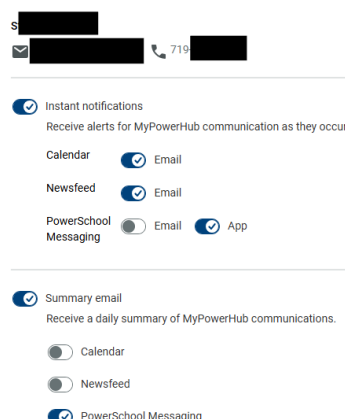
MyPowerHub Preferences—Communication and Language

Communication Preferences

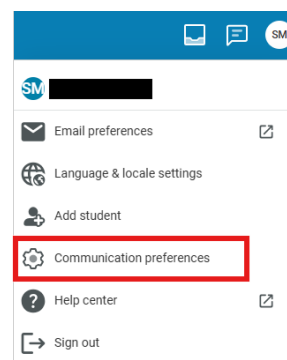
You can opt to receive an **email notification** when a new calendar event is added, a Newsfeed article is posted from a teacher, and/or when a two-way message is sent to you inside of MyPowerHub.

Please note, this is an email notification only—you will need to log into MyPowerHub to see the message. Also note that preferences set MyPowerHub DO NOT affect the mass notifications sent by a school or District 11 through SchoolMessenger (such as snow day alerts). You will be sent an email from SchoolMessenger when a message is sent through SchoolMessenger. You can also receive a text message if you have provided an SMS phone number in PowerSchool. Contact your school if you need to add a text number to your account.

1. Log into [MyPowerHub](#) from the D11 website.
2. Click on **your initials** in the upper right and then click on **Communication preferences**.
3. Select your personal preferences. An *example* is shown on the right.

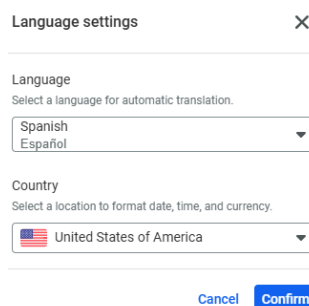


The screenshot shows the 'Communication preferences' page in MyPowerHub. At the top, there's a header with a user profile icon and a phone number. Below this, there are two main sections: 'Instant notifications' and 'Summary email'. The 'Instant notifications' section has three items: 'Calendar' (checked), 'Newsfeed' (checked), and 'PowerSchool Messaging' (unchecked). The 'Summary email' section has three items: 'Calendar' (unchecked), 'Newsfeed' (unchecked), and 'PowerSchool Messaging' (checked). At the bottom, there are 'Cancel' and 'Confirm' buttons.

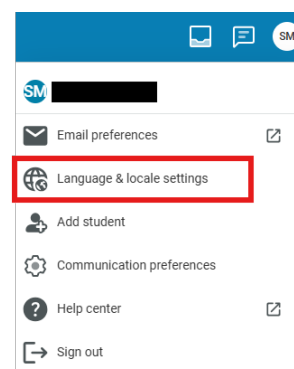


Preferred Language Settings

1. From MyPowerHub, click on **your initials** in the upper right and then click on **Language & locale settings**.
2. Select your preferred language from the dropdown menu (or search) and then click on **Confirm**. This will change the interface as well as automatically translate messages you receive. For two-way messages, your message will be translated in the receiver's preferred language automatically.

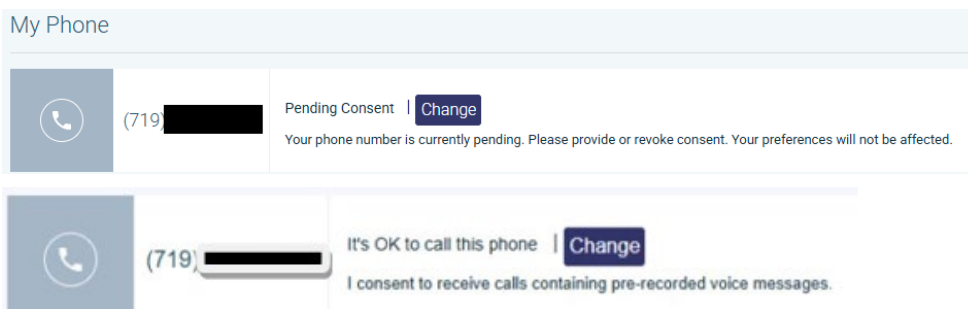
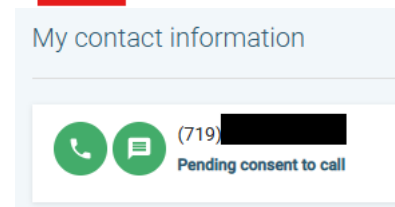


The screenshot shows the 'Language settings' dialog box. It has a title bar with a close button. The 'Language' section has a dropdown menu with 'Spanish' and 'Español' options. The 'Country' section has a dropdown menu with 'United States of America' selected. At the bottom, there are 'Cancel' and 'Confirm' buttons.



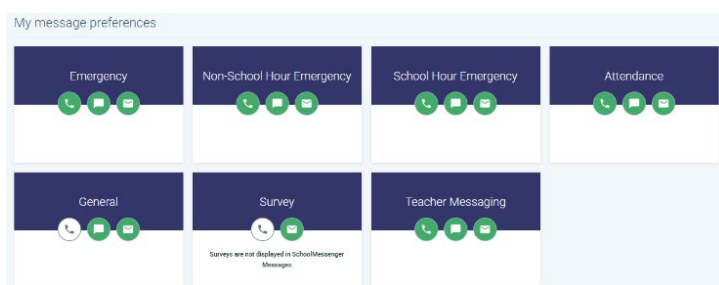
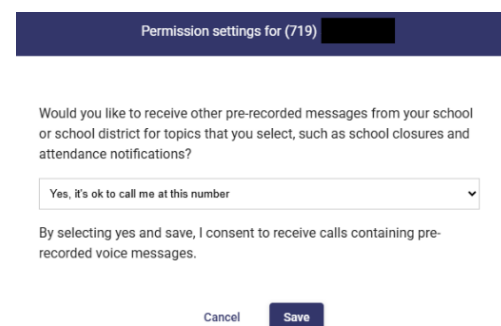
SchoolMessenger Preferences

1. Log into [MyPowerHub](#) from the D11 website.
2. Click on the **SchoolMessenger inbox** icon in the top right.
3. Click on the **Preferences icon** near the top right.
4. This will bring you to a window with your contact information at the top and then your Preference tiles showing below. Click on any area that notifies you of **pending consent** to call/text/email and grant consent. Additionally, you can click to **revoke** any consent from here as well.



TIP:
Add the mobile number **67587** to your contacts so that D11 show messages (and other SchoolMessenger text messages) do not go to Junk or Spam!

5. In the **My message preferences section**, choose the messages you are interested in receiving from District 11, and how you want to receive them by checking and unchecking the boxes in each tile. *Note: Snow Day text messages will always be sent as an Emergency Message and will come from 67587.*
6. Note: **text messages** will require a verification code to enable.
7. Click on **Save** and you will be returned to the Preferences window. The selections you chose to receive will show in green, and the ones you did not select will show in white.



8. If you need to make additional changes to your preferences, click anywhere on the tile. In the window that opens, edit your selections and then click on **Save**.

