

PowerSchool Messaging

POWERSCHOOL WEBSITE / URL INSTRUCTIONS

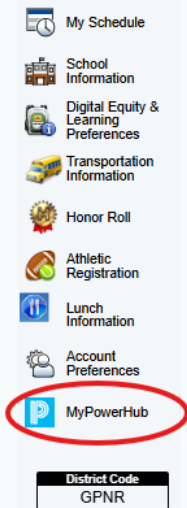
These instructions are specifically for the PowerSchool WEBSITE / URL in an internet browser - not the PowerSchool App.

1 Go to the PowerSchool Website

Using an internet browser, go to the powerschool.wcschools.org/public and log in to your Parent PowerSchool account.

2 Open MyPowerHub

On the left side of the PowerSchool website, click MyPowerHub.



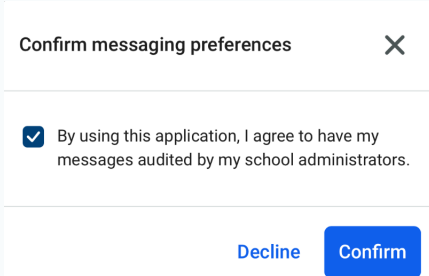
3 Click the Message Icon

In the upper-right corner of MyPowerHub, click the message icon.



4 Confirm Messaging

The first time you click the message icon, check the box in the confirmation window, then click Confirm.



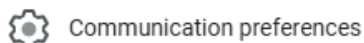
PowerSchool Messaging is now activated! You can send and receive messages.

5 Open Your Profile

On the PowerSchool website, click your initial circle icon in the upper-right corner.

6 Open Communication Preferences

Click the Communication preferences gear.



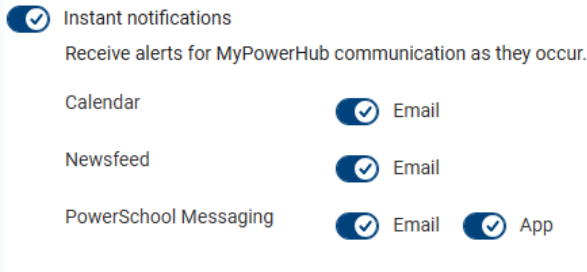
Don't Miss a Message!

POWERSCHOOL WEBSITE / URL INSTRUCTIONS

Continue these steps on the PowerSchool WEBSITE / URL to make sure you receive messages and notifications.

7 Turn Notifications On

Make sure all toggle buttons are ON. Your settings should look similar to this example.



☒ Instant notifications
Receive alerts for MyPowerHub communication as they occur.

Calendar ☒ Email

Newsfeed ☒ Email

PowerSchool Messaging ☒ Email ☒ App

8 You're All Set!

Use the **message icon** in the upper-right corner of the **PowerSchool website** whenever you want to access messaging.

That's it! Your PowerSchool website messaging and communication preferences are ready to go.

PowerSchool Mobile App

You can also access messaging from the PowerSchool Mobile App, available in the Apple and Android App stores. **Our district code is GPNR.**