



Greene County Public Schools

Every Child · Every Chance · Every Day

How to manage your notifications for your GCPS student

Parents/Guardians with a PowerSchool parent portal login can manage their notification settings in the parent portal account.

When using this method please remember the following:

- If you are planning to use the text notification system you must opt-in with each cell phone that you wish to receive text messages. Please text the letter Y or word YES to the short-code : 67587
- Always notify your school if you make any changes to numbers that you have listed in your Notification info.
- PowerSchool information is limited to 3 phone numbers (1st number is used for attendance calls), 3 Email addresses, and 3 SMS text messaging numbers. You can add a 4th and 5th number or email in your parent portal settings.
- If more than one person has an account to access the student's PowerSchool information, please remember that the notification information only exists once for each student. Please coordinate with other account holders accordingly.
- School closings and delays will only be announced by email and text messaging since these are often sent out in the early morning hours.

PowerSchool Parent Portal

Please log into your parent portal account. If you do not currently have a parent portal account you will need to contact your child's school to receive your access ID and password to create your account. This information will not be given over the phone because of security issues.

<https://greene.powerschool.com/public/home.html>

PowerSchool

Student and Parent Sign In

Sign In Create Account

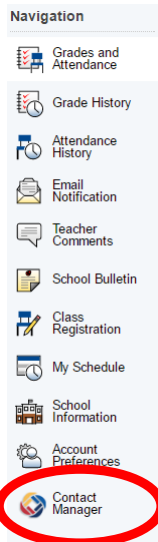
Username

Password

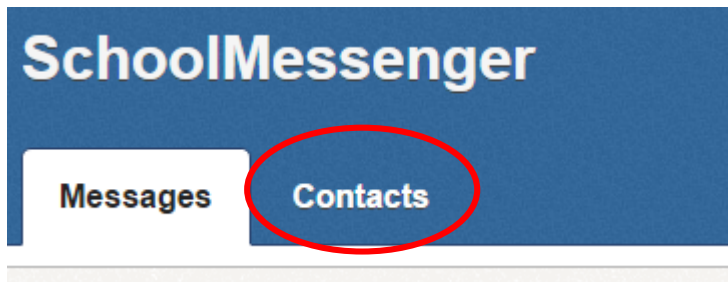
[Forgot Username or Password?](#)

Sign In

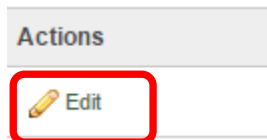
Click on the “Contact Manager” link on your portal.



Click on the “Contacts” tab



Once you are in the “Contacts” tab you will see a line for each of your students. Click on the “Edit” icon to make changes

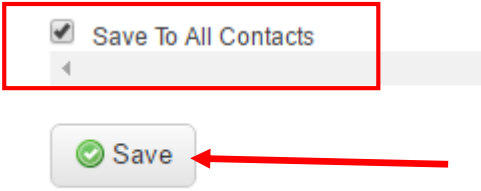


On the next screen, you will be able to adjust your notification settings. If you modify existing information, as far as phone numbers that are listed or emails, please let your school know so that those changes can be made in PowerSchool. You may have up to 5 phone numbers used for automated calls, up to 5 email addresses, and up to 5 SMS numbers. Only 3 of each will be entered by the school, the remaining 2 are additional numbers and email addresses you can use at your discretion.

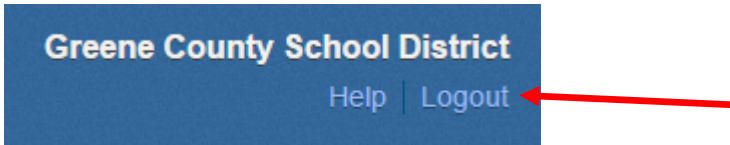
Please check the appropriate boxes to indicate what type of messages you would like to receive and in which format. Here are some important things to remember:

- Automated attendance calls will be sent to the primary phone number listed as #1.
- School delays and cancellations are sent as “Weather Closing/Delay”
- You are simply giving permission on this screen to have certain types of messages sent a certain way. How the actual way that the message is sent by the school will also impact this process. For example, if a school sends a “Survey” by email and you have it checked by phone also, you will only receive the email.

If you have multiple students that attend GCPS and want the settings to be the same for all, you can update all the records at one time by checking the box "Save to All Contacts" and make sure to click the "SAVE" button to save your selections.



Once you have finished you can close the SchoolMessenger page by clicking the "Logout" button in the upper right hand corner.



If you have not updated your student/students information at their school please remember that notification information pulls from PowerSchool first then Contact Manager in your Parent Portal. There is a link on the **Parent Portal – Notification Information** page that will allow you to download forms to update this information.

Thank you,

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