

# St. John-Hudson Schools



SCHOOLMESSENGER®

## School Messenger

USD 350 has an automated messaging system for communicating important information to families. Parent phone numbers are pulled from the PowerSchool system. You can check your contact information by logging into the PowerSchool parent portal. Instructions for creating the account are included with this flyer. Contact the office if you need help with this or if you need to change your contact information.

The screenshot shows the PowerSchool SIS interface. At the top left is the PowerSchool SIS logo. Below it is a navigation sidebar with various options. The main content area is titled 'Grades and Attendance' and contains a table with columns for 'Last Week' and 'This Week', and rows for different classes (AM1-PM2(A) through P7(A)).

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences
- SchoolMessenger

**Grades and Attendance**

Exp	Last Week					This Week				
	M	T	W	H	F	M	T	W	H	F
AM1-PM2(A)										
P1(A)									-	-
P2(A)									-	-
P3(A)									-	-
P4(A)									-	-
P5(A)									-	-
P6(A)									-	-
P6(A)									-	-
P7(A)									-	-

**Log into the PowerSchool Parent Portal. There is a link at the top of our [www.usd350.com](http://www.usd350.com) website**

**Click on this link to access School Messenger**

When in the SchoolMessenger portal, you will click in the top left corner to see the menu. Select “preferences” to see your contact numbers and emails we have on file.

The image shows a screenshot of the SchoolMessenger portal. On the left is a navigation menu with options: Messages, Preferences, Contacts, Join Groups, Log out, Language (English), Download Mobile App (Apple iTunes, Google Play), Help, Terms of Service, and Privacy Policy. A red arrow points from the 'Preferences' option to a callout box that says 'Click on this link to change your contact preferences'. Another red arrow points from the 'Language' section to a callout box that says 'The system translates messages. Click here to change the language preference.' Below the menu is a section titled 'My contact information' with three contact cards: a phone number (620) OK to call, another phone number (316) OK to call, and an email address (yahoo.com). A red arrow points from the (316) number to a callout box that says 'Click on the number to change preferences'. Below this is a section titled 'My message preferences' with five cards: Emergency, Attendance (crossed out with a red X), Food Service, General, and Survey. Each card has icons for phone, text, and email.

Click on the phone number or email address to change preferences.

**FOOD SERVICE ACCOUNTS:** The system will send an automated message and call when the student’s food service account balance is low. You can change how the system contacts you for food service accounts .

**ATTENDANCE:** The system does NOT send automated messages for attendance. Office personnel will make those calls directly. You can disregard this part of the portal

**CHANGING YOUR NUMBERS:** To change phone numbers or emails, you will need to contact the school office