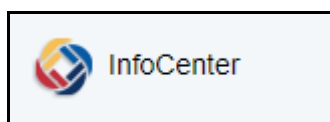


SchoolMessenger: Managing Account Alerts

If you have a Powerschool Parent account, follow the steps below to manage/edit your account alerts. Once you have logged in, you can access the "InfoCenter" which will allow you to set your alerts.

To access the "InfoCenter":

- 1) Sign into Powerschool at <https://powerschool.plymouth.k12.ct.us>
- 2) Click the "InfoCenter" icon in the bottom left of the home page. (image below)



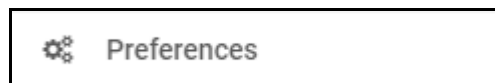
The first screen will list recent messages that have been sent by the district or schools.

Changing your Preferences

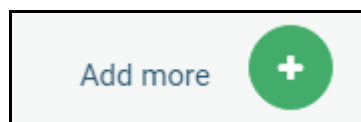
- 1) Click the **Menu** button in the top left of the screen. (image below)



- 2) Select the option for **Preferences** (image below)



- 3) Phone numbers and e-mail addresses associated with your account will be listed. Click on each number/e-mail address to adjust your preferences for each
- 4) You may add additional phone numbers/e-mail addresses by clicking on the "+" icon in the top right of the screen. (image below)



If you experience any issues, please contact the Technology Support Department by sending an email to support@plymouth.k12.ct.us