

SwiftK12 is integrated with the existing PowerSchool Parent Portal. If you log-on to the Parent Portal, you can update all your preferences except for the Emergency Category. (We suggest you log-on using Chrome or Firefox.) you will now see a new link called **SwiftReach SwiftK12** on the left navigation pane under **Alerting**.



You will be able to see all the contact information our school has listed for you by clicking on the **Contact Information** button in the top navigation.



Home **Contact Information** Alert Preferences

Within the Alert Preferences section of the Parent Portal, you will be able to choose your communication preferences based on message category, such as School Closures or Attendance, as well as message type (email, voice and/or text message) by placing a checkmark into the aligned contact fields. You may opt-out of any message category **except for Emergency Messages, [insert additional alert categories where override is not available]**.



Home Contact Information **Alert Preferences**

A screenshot of the Alert Preferences section in the Parent Portal. At the top is an orange bar with an RSS icon and the text "RSS Feed". Below that is a light blue bar with a document icon and the text "Documents & Files". Underneath is a table with three columns: "Date", "Name", and "Description". The table contains one row with the date "12/12/2016", a small icon, and the text "fffff".

Note: Setting up your parent preferences is your responsibility. You will receive messages to every contact field shown in Alert Preferences until updated in the parent portal. Tolls and charges associated with receipt of messages from the school are your responsibility and not the responsibility of the school. Please be sure to set your unique preferences if there are any numbers or addresses to which you do not like to be contacted. *All phone numbers and email addresses must be in a valid format to save properly.*

Emergency messages are always sent with all three message types (email, text, and voice calls) and to every contact field shown even if you have opted out. At this time, we cannot choose between a Text or Phone Call. We have requested this change to the company but are still waiting for them to put this in place. Emergency messages will be labeled as such so you will know it is an actual emergency.

If you do not have access to log into the Parent Portal, you may contact the school directly to request Access Keys to create your account and login.

If you have any questions, please contact your child's school. We hope you appreciate this new SwiftK12 school notification system and the flexibility it will provide for you as a parent.