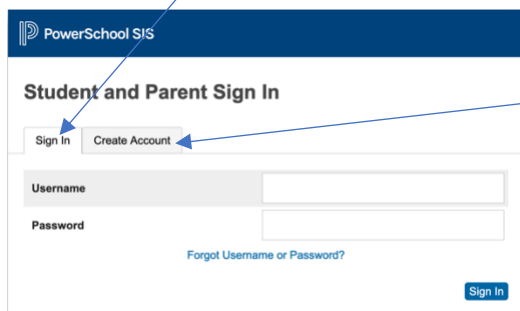


Update Contact Information in PowerSchool for Alerts sent from TGU School District

Visit the following web address: <https://tgu.ps.state.nd.us/public/>

Login with your username and password



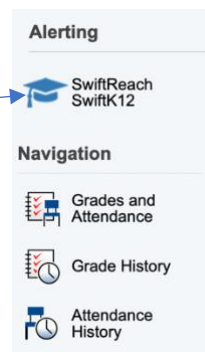
The image shows the PowerSchool SIS login page. At the top, it says "PowerSchool SIS". Below that is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are two input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form.

If you do not have an account -click create account- you will need a user id and password for each student you would like to connect to your parent account. You may contact your school office if you need that information.

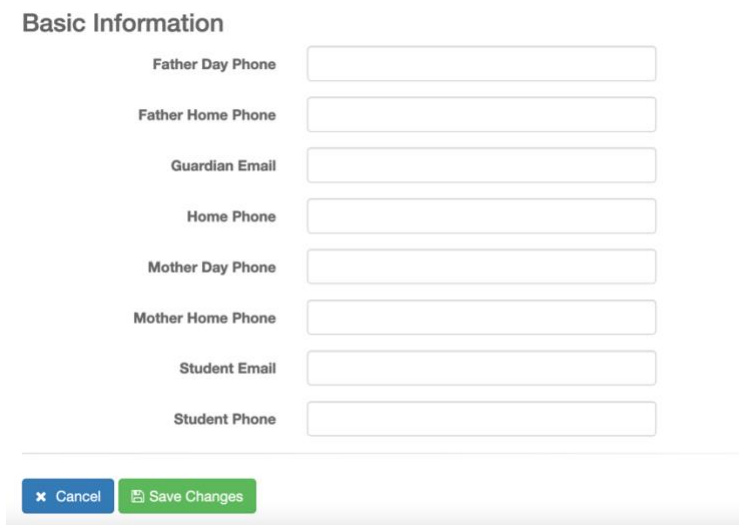
To update contact information:

Click SwiftReach/SwiftK12 located in the left-hand column

Click Contact Information from the top column



Update the fields and Click Save Changes*



The image shows a form titled "Basic Information". It contains several input fields for contact information: "Father Day Phone", "Father Home Phone", "Guardian Email", "Home Phone", "Mother Day Phone", "Mother Home Phone", "Student Email", and "Student Phone". At the bottom of the form, there are two buttons: "Cancel" and "Save Changes".

*Changes may take up to 48 hours to take effect for Alerts.