



How to Sign Up for ParentAccess Alert Emails

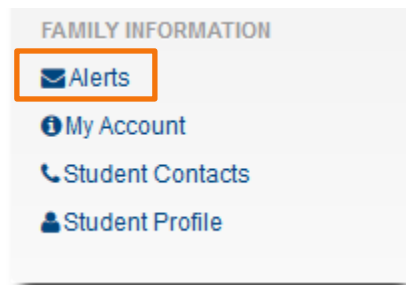
Article # 1551

How do I sign up for ParentAccess alert emails?

Procedure

If your school district supports alerts regarding your students' progress; parents and students may choose to receive an email notification for missing assignments and/or low assignment marks. If you have more than one child and you have linked your children's accounts to the parent's ParentAccess account, you will be able to set up the alerts for all of your children from one login. If you have more than one child and you have not linked your children's accounts to the parent's ParentAccess account, you will need to log into each account to set up alerts for each child. (Refer to Knowledgebase Article #1882 to link the children accounts to one parent account). To subscribe to ParentAccess alerts, follow the following steps:

1. Log in to your ParentAccess account using your ParentAccess username and password. Students may sign up to receive alert emails using their student username and password.
2. On the **Student Information** pane on the left side, under the **Family Information** section, click **Alerts**.



3. Click **Add Alert Email Address(es)**.

Alerts

Alert Settings

You have no email address(es) setup for alerts. Please add an email below.

+ Add Alert Email Address(es)

4. Type in the email address(es) that will receive the alert(s). You may add as many as you want.
5. Click **Update**.
 - a. If you need to make any changes or delete the email address(es) that you entered to receive the alert emails, click **Edit Alert Email Address(es)**.

Add new email(s)

Alert Emails

Enter the email address(es) that will receive the alert(s).

Enter a valid email address



6. If you check the checkbox next to **Low Assignment Marks**, you will need to set the threshold for which you would like to receive an email notification. Once you check the checkbox, a list of your student's classes displays.

Name	Alert Type
Arpad	<input checked="" type="checkbox"/> Low Assignment Marks
Low Mark Alert Settings	
Send alerts for grades equal to or less than:	
Class	Grade
ALGEBRA II	No grade selected
CHEMISTRY	No grade selected
CHOIR IV	No grade selected
COMPOSITION	No grade selected
COMPUTER APPLICATION	No grade selected
ECONOMICS	No grade selected
STUDY HALL	No grade selected
STUDY HALL	No grade selected

7. Select the appropriate mark in the **Grade** column for the class or classes you would like to receive an alert email. In the example below, the parent would receive an alert email when their child receives a “C+” or below on an assignment in the Algebra II class. The parent would also receive an alert email for every assignment in the Composition class since the threshold was set to an “A”.
8. Click **Update**.

<input checked="" type="checkbox"/> Low Assignment Marks	
Low Mark Alert Settings	
Send alerts for grades equal to or less than:	
Class	Grade
ALGEBRA II	C+
CHEMISTRY	No grade selected
CHOIR IV	No grade selected
COMPOSITION	A



9. To sign up to receive an alert email regarding missing assignments, check the checkbox next to **Missing Assignments** and click **Update**.

NOTE:

- If your school district does not support alerts; the following message displays next to your student's name, "Alerts have not been set up for the attending school."
- If you have several students attending different schools in the same district, one school may send alerts while another does not or one school may send a type of alert that another does not.
- You cannot reply to the alert emails. You must log into your ParentAccess account to view the assignment details.
- School buildings may schedule alerts to be sent daily or weekly.
- Low assignment alerts are not available for standards-based classes at this time. "NA" will display in the **Grade** column of a class that uses standards-based report cards.

For more information, please refer to the following Knowledge Base Articles:

#1461 – General ParentAccess Alert Questions

#1510 – Low Assignment Marks Alert Option is not available on the ParentAccess Web Site