

# Instructions for the YME Parent Portal:

Here is a link to a short 4 minute video that goes through the options and settings for the parent portal [http://jmcinc.com/resources/view/updating\\_parent\\_portal\\_parent\\_info](http://jmcinc.com/resources/view/updating_parent_portal_parent_info)

## MESSAGE ALERT OPTIONS:

If you want to receive alerts via text message, email and/or phone, you need to make those selections via your parent portal. If you have already done this in previous year(s), you do not need to redo it, but please check the settings online and be sure that all of the contact data that we have on file, including email address(es) is correct.

Messaging service Phone #1
<input type="checkbox"/> SMS(Text Message)
<input checked="" type="checkbox"/> Emergency/Weather Related
<input checked="" type="checkbox"/> Student Related
<input checked="" type="checkbox"/> General School Information

- SMS (Text Message)
  - You will receive a text message for Emergency, Student and/or General message information at the phone number listed
- Emergency/Weather Related
  - you would receive a recorded phone call and/or email message for emergency situations and/or weather related announcements at the phone number listed.
- Student Related
  - Any recorded phone calls and/or email sent out regarding students.
- General School Information
  - Any general school statements and notifications regarding sent out by recorded phone calls and/or email regarding school programs, events, opportunities, etc.

## ABSENCE & GRADE ALERTS:

A reminder that parents will need to log into the parent portal on our website and choose to be alerted of any absences relating to your student(s) by email. This feature also includes alerts for grades. ***Remember, you will NOT receive any notifications unless these steps are completed.***

Below are the steps you will need to complete in order to receive these alerts:

- 1-Go to our website [www.isd2190.org](http://www.isd2190.org)
- 2-Click on Parent Portal, make sure the current school year is selected.
- 3-Enter your Username (parent's last name)
- 4-Enter your Password:

(If you have forgotten this or have not set it up, please call or email the high school office and we will assist you. The phone number is 320-564-4083 ext. 100, send an email note to: [kenning@isd2190.org](mailto:kenning@isd2190.org))

5-Click on Alert Configuration

6-Please make sure that you have a check mark in the "Send an email alert when marked absent"

7-Click Save

You may also, at this time, check mark the tardy alert and/or go into the grading alerts if you wish. You can set parameters on when to receive an alert if your student(s) grades drop below a certain point or if they have missing work. Please make sure to **"Save"** anything you enter. Just a side note on attendance alerts: you will receive alerts whether it is an unexcused or excused absence or tardy. If it is an excused absence or tardy, the reason will be at the end of the notification sentence.

If you have any questions please contact the office for assistance at 320-564-4083 ext. 100.

Thank you and have a great STING day!!

YME Middle/High School Principal's Office

