

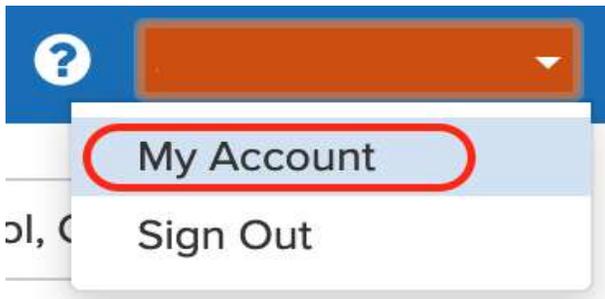


ParentSquare

## Set Notification Preferences

This guide will walk you through how to set your notification preferences.

**Step 1:** Click Your Name > My Account in the top right of the window.



**Step 2:** Click on Notification Settings from the menu on the left.

**Step 3:** Choose your preferred Notification Settings for General Announcements & Messages (Off, Instant or Digest) and School Alerts (On or Off). Once you've made selections, future messaging will send based on your preferences.

My Account

- My Account
- Edit Account
- Security
- Remove Account
- SETTINGS
  - Notification Settings**
  - Language Settings
  - English
- ACTIVITY
  - Volunteer Hours

Notification Settings:

**URGENT SMART ALERTS & NOTICES** !  On  
Sent to all emails and phones and cannot be disabled

**GENERAL ANNOUNCEMENTS & MESSAGES** !  Off  Instant  Digest  
Notification frequency applies to posts only

**SCHOOL ALERTS** !  Off

	Email	Text	Get App
Howard Cattle Elementary School	<input type="checkbox"/> Off <input type="checkbox"/> Instant <input type="checkbox"/> Digest	<input type="checkbox"/> Off <input type="checkbox"/> Instant <input type="checkbox"/> Digest	<input type="checkbox"/> Off <input type="checkbox"/> Instant <input type="checkbox"/> Digest
Chino Valley Unified School District	<input type="checkbox"/> Off <input type="checkbox"/> Instant <input type="checkbox"/> Digest	<input type="checkbox"/> Off <input type="checkbox"/> Instant <input type="checkbox"/> Digest	<input type="checkbox"/> Off <input type="checkbox"/> Instant <input type="checkbox"/> Digest

**Instant:** This setting will send you notifications as posts, etc. are created.

**Digest:** This allows you to turn down the noise and receive a notification at the end of the day with links and information related to all of the content shared that day.

**School Alerts:** Disabling this will turn off all notifications from Irvine Unified School District via the ParentSquare platform, except emergency alerts.

**Emergency Alerts:** Emergency alerts cannot be disabled.

**Step 4:** If you have multiple emails or phones listed on your account, set the order of your preferred contacts to receive notifications. Notifications will only be sent to one email and one phone on your account.

The screenshot shows the ParentSquare interface for Linda Gonzales. A modal dialog titled "Preferred Email/Phone" is open, allowing the user to set their preferred contact for notifications. The dialog includes instructions and a note about staff-only email notifications. Below the instructions are two columns: "Email Preference Order" and "Phone Preference Order".

**Preferred Email/Phone**

Drag and drop your emails and phone numbers into your preferred order. Only one email/phone will be notified. If an email/phone is not available at one of your schools, notifications will be sent to the next-in-line contact.

NOTE: Staff-only email notifications will always be sent to your staff email.

Email Preference Order	Phone Preference Order
gonzalesfamily@email.com	297-555-3019
lindagonzales@school.edu (Staff)	461-555-3288

Buttons: Cancel, Done

**Notification Settings: Linda Gonzales**

**EMERGENCY ALERTS**  
Sent to all emails and phones and cannot be disabled

**EMAIL/PHONE TO NOTIFY**

Choose Best Match  
Based on message type and sender-specified settings

Preferred  
Set Preference Order

Notification frequency applies to posts only

**SCHOOL ALERTS**

✉ Email      📄 Text      📱 Get App

**Lakeview PureSyncTest School 1**

lindagonzales@school.edu (Staff)  
gonzalesfamily@email.com  
297-555-3019  
461-555-3288

Off Instant Digest      Off Instant Digest      Off Instant Digest      On

**Lakeview PureSyncTest District**

lindagonzales@school.edu (Staff)  
gonzalesfamily@email.com  
297-555-3019  
461-555-3288

Off Instant Digest      Off Instant Digest      Off Instant Digest      On