

PowerSchool has updated the way it sends messages to parents. **If you are not receiving messages and would like to sign-up for messages and alerts, please use this information to help.**

To receive alerts from PowerSchool, please follow these steps.

- Log in to PowerSchool at sterling.nebps.org/public using your login information. If you need login information, please contact the office or Addie Heusman.
- Click on "SwiftReach SwiftK-12"

The screenshot shows the PowerSchool interface. The 'Alerting' sidebar on the left contains a link for 'SwiftReach SwiftK12' which is circled in red. A red arrow points from this link to the 'Alerting' header. The main content area is titled 'Grades and Attendance:' and features a table with the following data:

Exp	Last Week					This Week					Course	Q1	Q2	S1	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F							
AM(A)	-	-	-	-	-	-	-	-	-	-	1st AM Attendance Email Phillips, Leah - Rm: 1st				0	0	
PM(A)	-	-	-	-	-	-	-	-	-	-	1st PM Attendance Email Phillips, Leah - Rm: 1st				0	0	
4(A)	-	-	-	-	-	-	-	-	-	-	LangArts 1 Email Phillips, Leah - Rm: 1st		[i]		[i]	0	0
5(A)	-	-	-	-	-	-	-	-	-	-	Math 1 Email Phillips, Leah - Rm: 1st		[i]		[i]	0	0
7(A)	-	-	-	-	-	-	-	-	-	-	Science 1 Email Phillips, Leah - Rm: 1st				0	0	
8(A)	-	-	-	-	-	-	-	-	-	-	Social Studies 1 Email Phillips, Leah - Rm: 1st				0	0	
9(A)	-	-	-	-	-	-	-	-	-	-	PE 1 Email Richardson, Harold				0	0	
10(A)	-	-	-	-	-	-	-	-	-	-	Vocal Music 1				0	0	

- Click on Alert Preferences

The screenshot shows the PowerSchool interface with the 'Alert Preferences' page. A red arrow points from the 'Alert Preferences' link in the top navigation bar to the 'Alert Preferences' link in the sidebar. The main content area includes an RSS Feed section and a Recent Alerts section, both of which are currently empty.

- Select the Alert Preferences button next to the contact method where you would like to receive notifications (email, mobile, work, etc.)

Contact Information - Addie Heusman

Basic Information + Add New Field

Email (Current)	email@emaildomain.com	<a>Edit	<a>Alert Preferences	<a>Delete
Landline (Mobile)	222-222-2222	<a>Edit	<a>Alert Preferences	<a>Delete
Landline (Work)	333-333-3333	<a>Edit	<a>Alert Preferences	<a>Delete

- You may also delete contact methods (red box on right) or “Add New Field” (green box near top center) to add additional contact methods (email, phone, etc.)

- Select the categories from which you want to receive alerts.

Alert Preferences

Set Alerting Preferences for:

▶ Student:

▶ Email (Current)

Categories:

- Attendance
- Emergency
- Fee Alerts
- General Information
- Grade Alerts
- Lunch Balance
- Teacher Message

Save Cancel

- Push SAVE