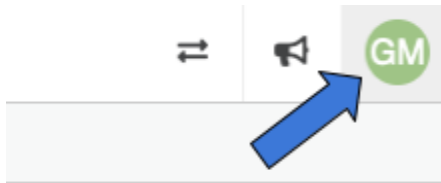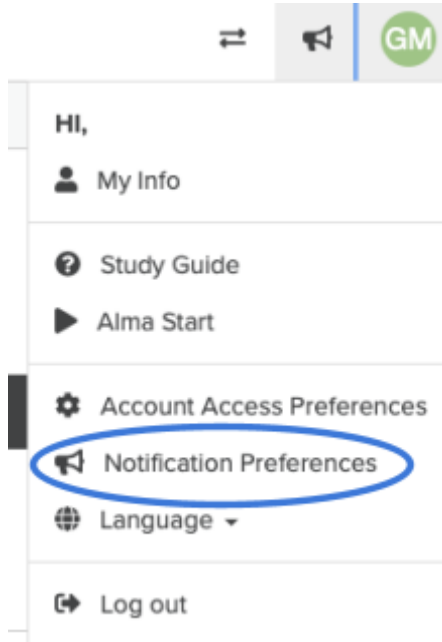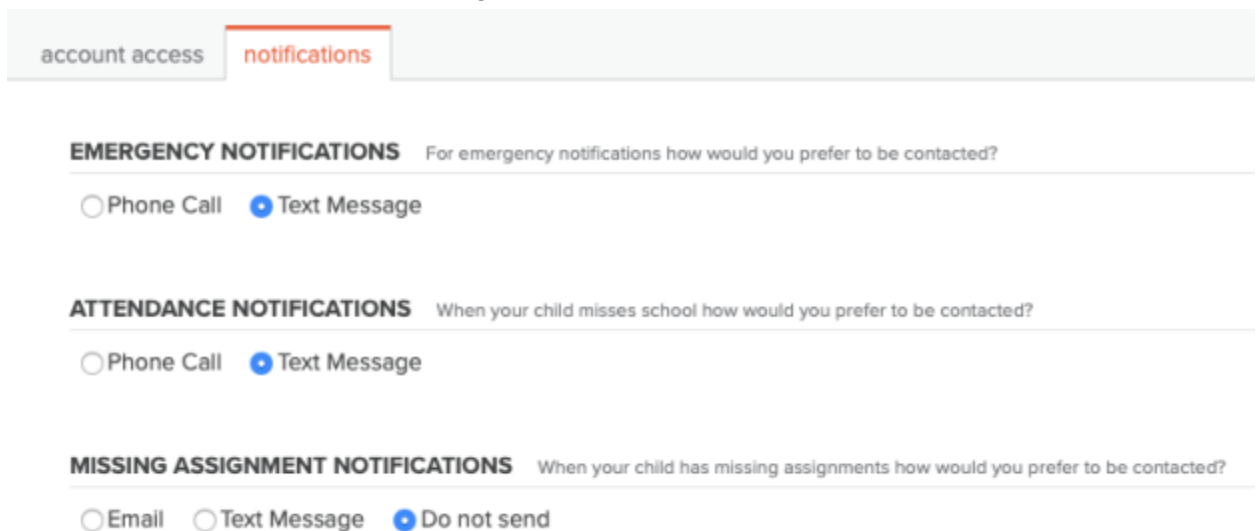# Alma Parent Portal - Notification Settings Guide

1. Login to your Alma Parent Portal
2. Click on the circle icon in the top right corner of the page.
   NOTE: This circle will have your initials in it

3. Click on "Notification Preferences" in the drop down menu

4. The "notifications" tab will display your options for Emergency, Attendance, and Missing Assignment Notifications

Alma Parent Portal - Notification Settings Guide

a. **Emergency Notifications** - Select if you would like to receive these notifications as a phone call or a text message.
b. **Attendance Notifications** - Select if you would like to receive these notifications as a phone call or a text message.
c. **Missing Assignment Notifications** - Select if you would like to receive these notifications as an Email or a text message. <u>**NOTE**</u>: The default setting for missing assignments is "Do not send".
   i. If you select "Email" you will need to choose how often you want to receive the notifications (Daily or Weekly) and if you would like to be notified if there are no missing assignments.

   ii. If you select "Text Message" you will receive notifications weekly and you will need to select if you would like to be notified if there are no missing assignments.