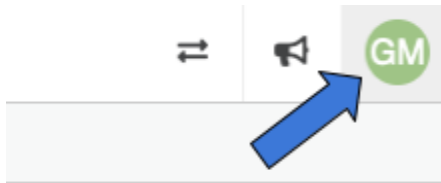
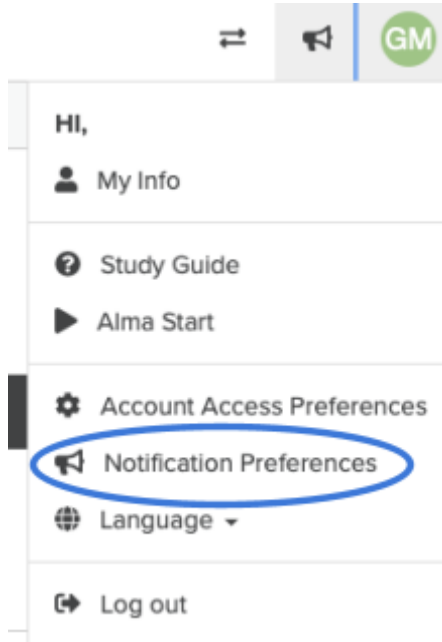


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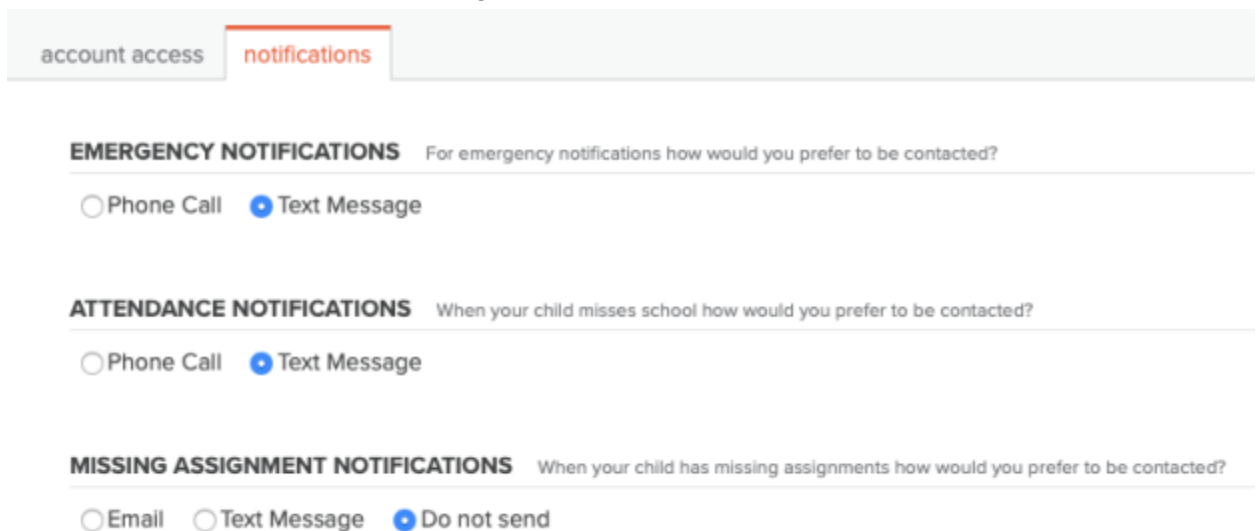
1. Login to your Alma Parent Portal
2. Click on the circle icon in the top right corner of the page.
NOTE: This circle will have your initials in it



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

A screenshot of the 'notifications' tab in the Alma Parent Portal. The tab is highlighted in red. Below the tab, there are three sections for notification preferences:

- EMERGENCY NOTIFICATIONS** For emergency notifications how would you prefer to be contacted?
 Phone Call Text Message
- ATTENDANCE NOTIFICATIONS** When your child misses school how would you prefer to be contacted?
 Phone Call Text Message
- MISSING ASSIGNMENT NOTIFICATIONS** When your child has missing assignments how would you prefer to be contacted?
 Email Text Message Do not send

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- 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. **NOTE:** 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.

MISSING ASSIGNMENT NOTIFICATIONS When your child has missing assignments how would you prefer to be contacted?

Email Text Message Do not send

How often would you like to receive notifications?

Weekly Daily

If there are 0 missing assignments would you still like to receive a notification?

Yes No

- 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.

MISSING ASSIGNMENT NOTIFICATIONS When your child has missing assignments how would you prefer to be contacted?

Email Text Message Do not send

How often would you like to receive notifications? (Text message notifications are only available weekly)

Weekly

If there are 0 missing assignments would you still like to receive a notification?

Yes No