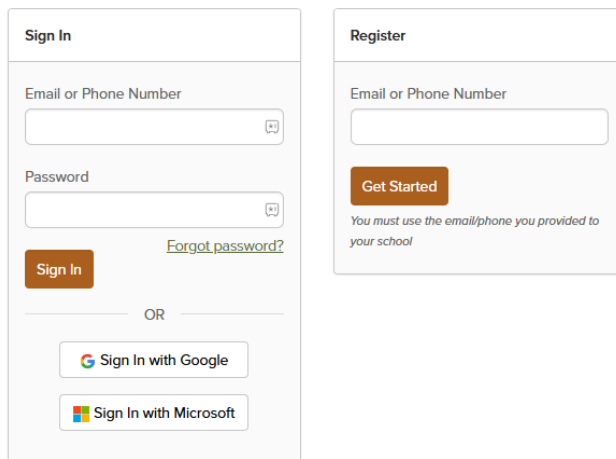


The following are the steps to update your notification time preferences for ParentSquare. This does not apply to messages that are labeled as Urgent.

1

Sign into [ParentSquare](#).



The screenshot shows the ParentSquare login and registration interface. On the left is the 'Sign In' section with fields for 'Email or Phone Number' and 'Password', a 'Sign In' button, a 'Forgot password?' link, and options to 'Sign In with Google' or 'Sign In with Microsoft'. On the right is the 'Register' section with an 'Email or Phone Number' field, a 'Get Started' button, and a note: 'You must use the email/phone you provided to your school'.

2

On the upper right side of the screen click on your name and in the drop down that appears select **Manage Account**



The screenshot shows the ParentSquare user profile dropdown menu. At the top, there are links for 'Español', a heart icon, a question mark icon, and the user's name 'Morgan Seguin | District Admin' with a dropdown arrow. Below this is a circular profile picture placeholder. Under the picture, the name 'Morgan Seguin' is displayed, followed by the title 'District Admin at School District of the Menomonie Area'. At the bottom of the dropdown is a button labeled 'Manage account'.

3

On the left hand menu select
Notification Settings

My Account

My Account

Edit Account

Security

Remove Account

SETTINGS

Roles & Permissions

Notification Settings



4

On the screen that appears you can
select the frequency that you would
like to receive the messages.

Instant: receive as soon as posted
Digest: receive a summary at the end
of the day
Off: Only Urgent alerts will be given

GENERAL ANNOUNCEMENTS & MESSAGES ⓘ

Notification frequency applies to posts only

✉ Email

💬 Text

📱 App

Off Instant **Digest**

Off Instant Digest

Off Instant Digest