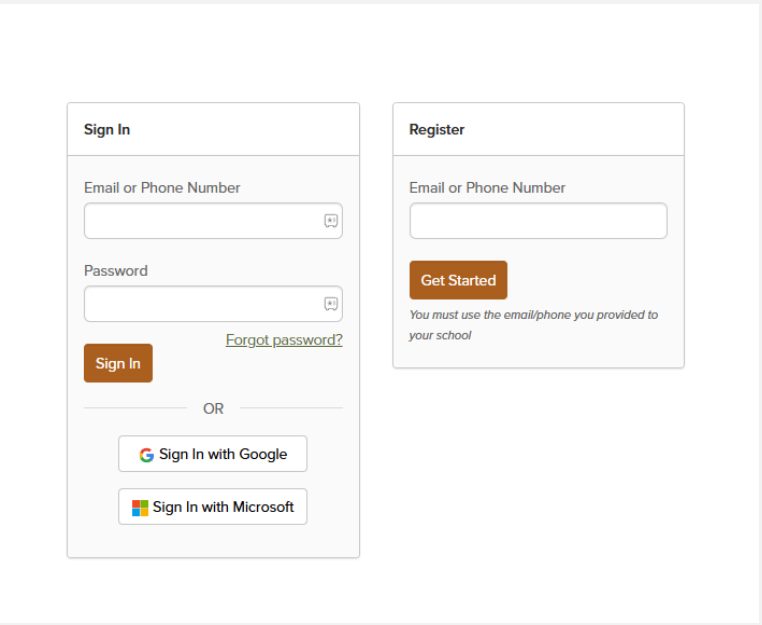
School District of the Menomonie Area

PARENTSQUARE DIGEST SET-UP

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

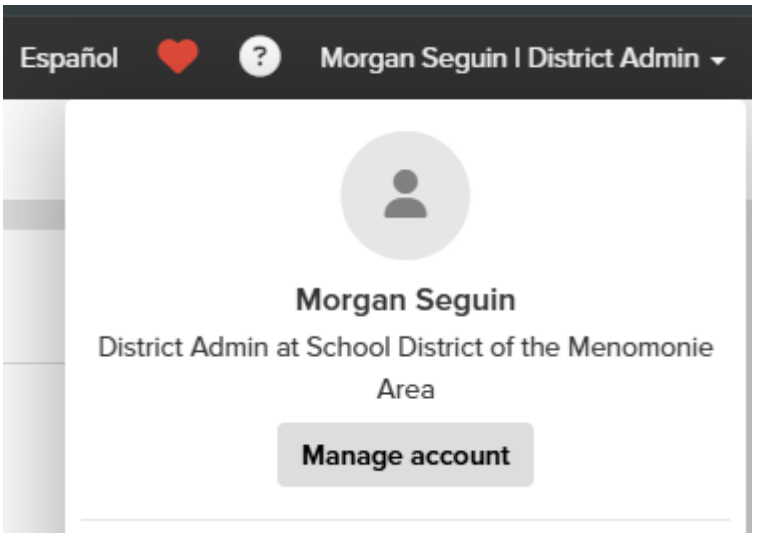
1

Sign into ParentSquare.



2

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

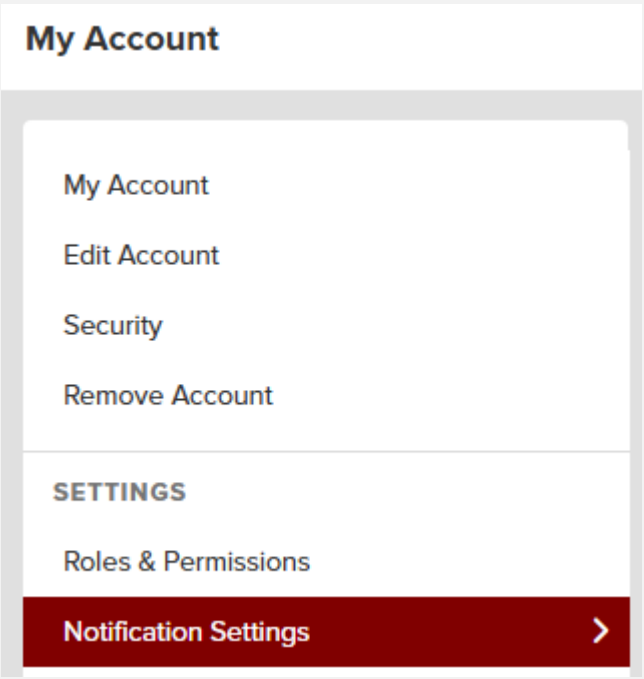


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PARENTSQUARE DIGEST SET-UP

3

On the left hand menu select **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

