



My Account Settings

1. My Account Settings
2. Notifications, Language, & Office Hours

The screenshot shows the ParentSquare 'My Account Settings' page. A red box labeled '1' highlights the user profile dropdown menu in the top right corner, which contains 'My Account' and 'Sign Out' options. A red box labeled '2' highlights the 'SETTINGS' sidebar on the left, with 'Notification Settings' selected. The main content area shows 'EMAIL/PHONE TO NOTIFY' settings with 'Choose Best Match' selected. Below this, the 'GENERAL ANNOUNCEMENTS & MESSAGES' section shows notification frequency settings for 'Email' and 'Text' (both set to 'Digest') and a 'Get App' button. The 'SCHOOL ALERTS' section is also visible. Red arrows point from the 'Instant' options in the 'Email' and 'Text' notification frequency settings to a red callout box at the bottom.

Ensure that all Announcements are set to "INSTANT"

"Digest" means that you will receive all notifications as 1 summary at the end of the day.

