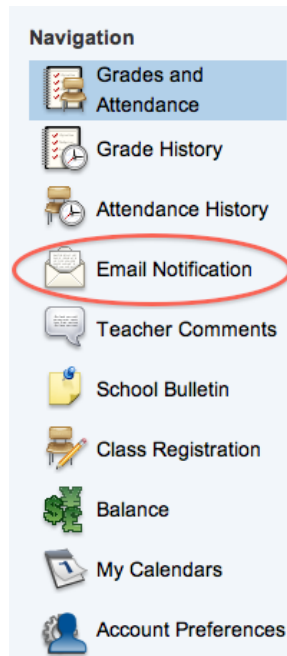


How to Setup Automatic Emails in the PowerSchool Parent Portal for MMHS



- 1) Log into the PowerSchool Parent Portal at <http://grades.honoredstudents.org>
-If you do not know your login information for the parent portal please call Penny Kiss in the MMHS Office at 398-3626
- 2) From the options on the left of the screen, select "Email Notifications"



- 3) Modify the setting based upon what you want and hit "Submit."

A screenshot of the PowerSchool Parent Portal showing the 'Email Notifications' settings page. The page has a blue header with the 'PowerSchool' logo. On the left is a navigation menu with 'Email Notification' selected. The main content area is titled 'Email Notifications: [redacted]'. It contains a section 'What information would you like to receive?' with five checkboxes: 'Summary of current grades and attendance', 'Detail report showing assignment scores for each class.', 'Detail report of attendance.', 'School announcements.', and 'Balance Alert (Note: will only be sent when student is low on funds)'. Below this is a 'How often?' dropdown menu set to 'Never'. There are fields for 'Email Address' and 'Additional Email Addresses' (with a note to separate multiple addresses with commas). At the bottom, there are two checkboxes: 'Apply these settings to all your students?' and 'Send now for [redacted]'. A 'Submit' button is in the bottom right corner.