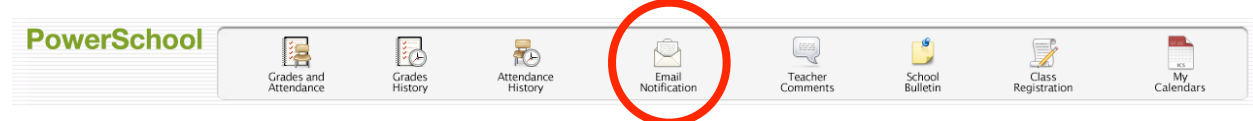


PowerSchool Email Notification

Parents, Harding is now set up to offer you email notification directly from PowerSchool. Please log into the parent portal as you do to view your child's grades.

You will see this dashboard:



Click on the Email Notification icon.

Make your choices

Look closely at options!

Email Notifications

A screenshot of the 'Email Notifications' settings form. The form has a title 'Email Notifications' and a question 'What information would you like to receive?'. Below the question are five checked checkboxes: 'Summary of current grades and attendance', 'Detailed reports showing all assignment scores for each class', 'Detailed report of attendance', 'School announcements', and 'Balance Alert (Note: Will only be sent when a student is low on funds.)'. Below the checkboxes is a dropdown menu for 'How often?' with 'Daily' selected. Below the dropdown is a 'Send now?' checkbox. At the bottom is an 'Email Address(es)' field with a note 'Separate multiple email addresses with commas' and a 'Submit' button. A red circle highlights the checkbox section, and an arrow points from the text 'Be sure to type in a valid email address.' to the email address field.

Be sure to type in a valid email address.

Click Submit button.

If you have any problems, contact Jane Maness (901) 312-2880 or maness.jane@hardinglions.org