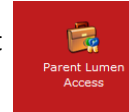


Updating Notification Settings in the Parent Portal



Log into the Parent Portal and open Parent Lumen Access



1. Scroll to the bottom of the list on the left side of the screen

2. Click the more button next to "Notification Settings"

As a result of step 2 the screen area on the right will change to look like the image below.

#		Email	SMS	Phone	
1	District Information	Yes	No	Yes	<input type="checkbox"/>
2	School Information	Yes	No	Yes	<input type="checkbox"/>
3	School Student Activity Updates	Yes	No	Yes	<input type="checkbox"/>
4	School Student Academic Information	Yes	No	Yes	<input type="checkbox"/>
5	School Crisis/Incident Notification	Yes	No	Yes	<input type="checkbox"/>

Total Recs: 5

1 of 1 Recs per Page: 25

SMS is another name for text messaging.

3. Double click anywhere on the row that you wish to update

General Information

Notification Area: School Information

Notification Method

Notify by Email: Yes No

Notify by SMS: Yes No

Notify by Phone: Yes No

Update Information

Last User: SYSTEM77

Last Update: 08-30-2013 12:00:00pm

Buttons: Cancel, Save & Finish, Save & Edit

4. Change the settings

5. Save and Finish