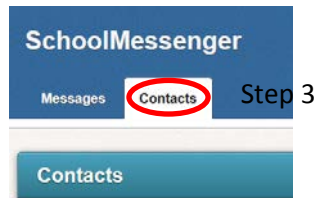
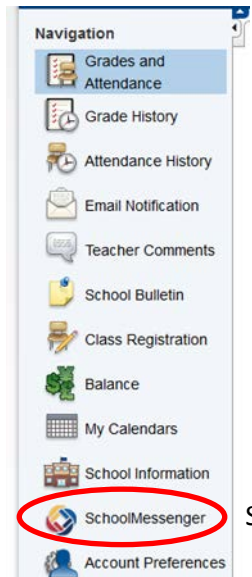
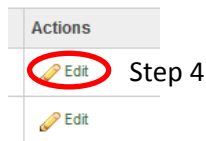


How to Update SchoolMessenger Contact Information

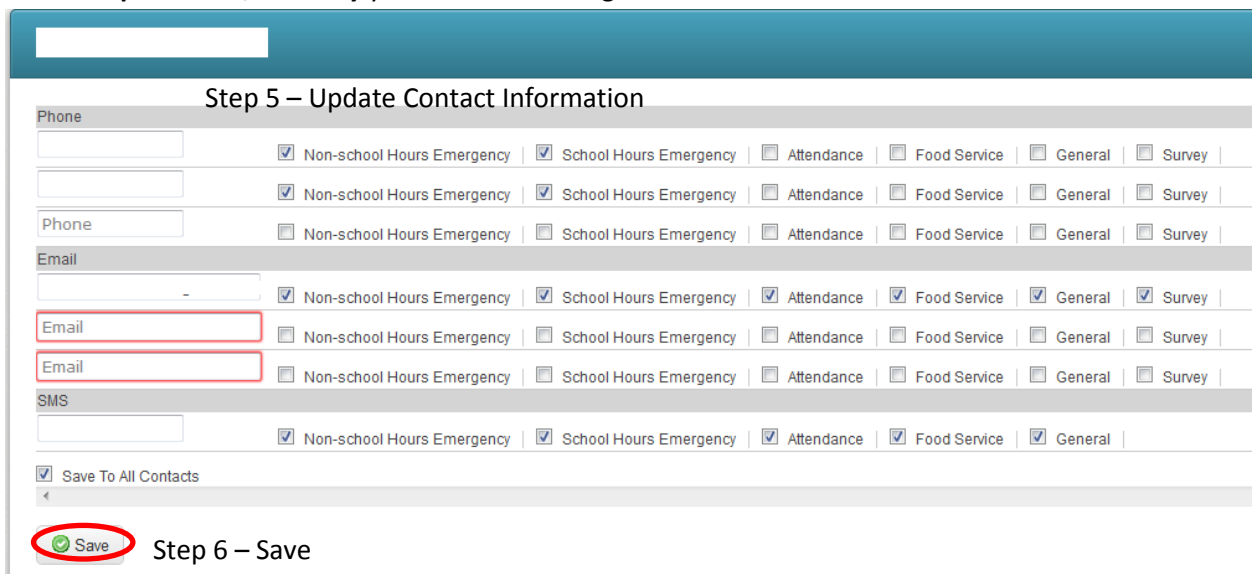
- Step 1. **Login** to PowerSchool's parent portal (<http://powerschool.nobleps.com>).
- Step 2. On the Navigation panel click on **SchoolMessenger**. You will then be redirected to the SchoolMessenger page for your student(s).
- Step 3. Click on the **Contacts** tab at the top of the page.



- Step 4. Click on **Edit** under the Actions column next to your student's name.



- Step 5. **Update and/or Verify** your SchoolMessenger contacts information.

A screenshot of the 'Update Contact Information' form in the SchoolMessenger interface. The form is titled 'Step 5 – Update Contact Information' and contains several sections: Phone, Email, and SMS. Each section has a text input field and a row of checkboxes for different contact methods: Non-school Hours Emergency, School Hours Emergency, Attendance, Food Service, General, and Survey. The 'Save' button at the bottom left is highlighted with a red circle and labeled 'Step 6 – Save'.

- Step 6. Click **Save** to store your contact information.

Notes:

- This only updates SchoolMessenger contact information. It does not update PowerSchool's parent contact information. You must contact the school to update powerschools parents contact.
- In Step 1, the parents must have a current parent portal login with their student(s) associated with the account before they will be able to access SchoolMessenger.