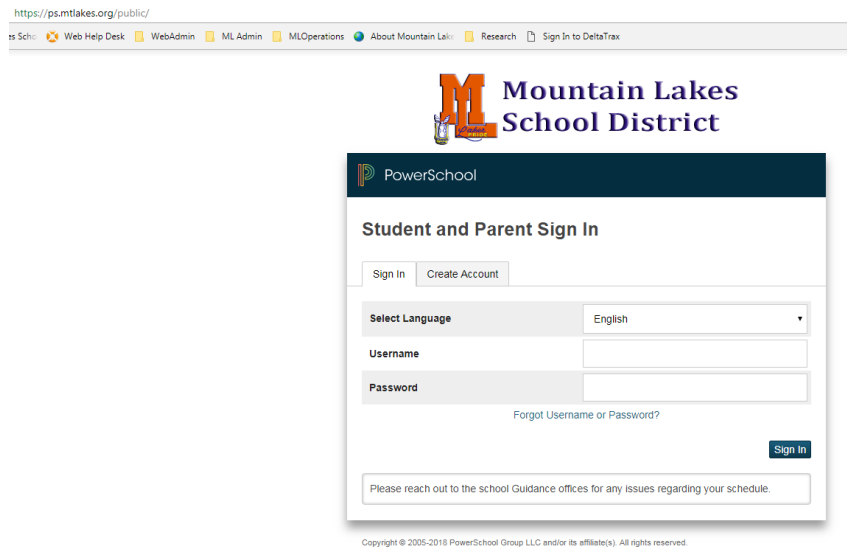
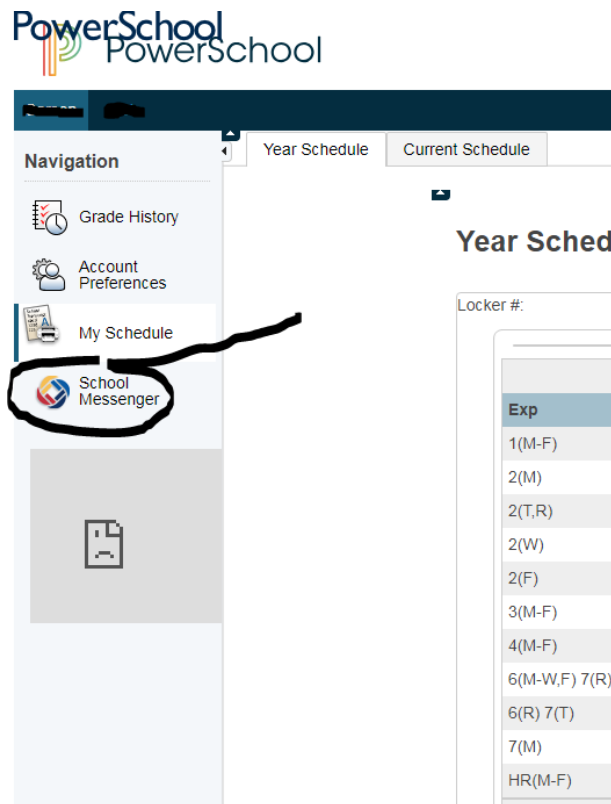


Maintaining School Notification Contact Information

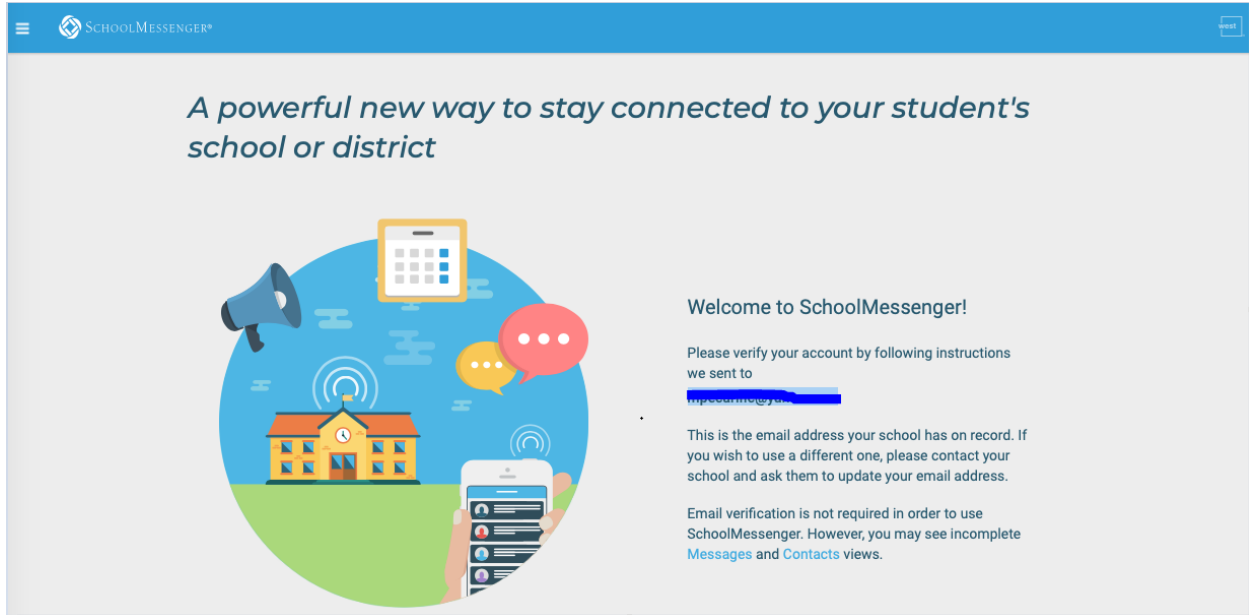
1. Login to <https://ps.mtlakes.org>



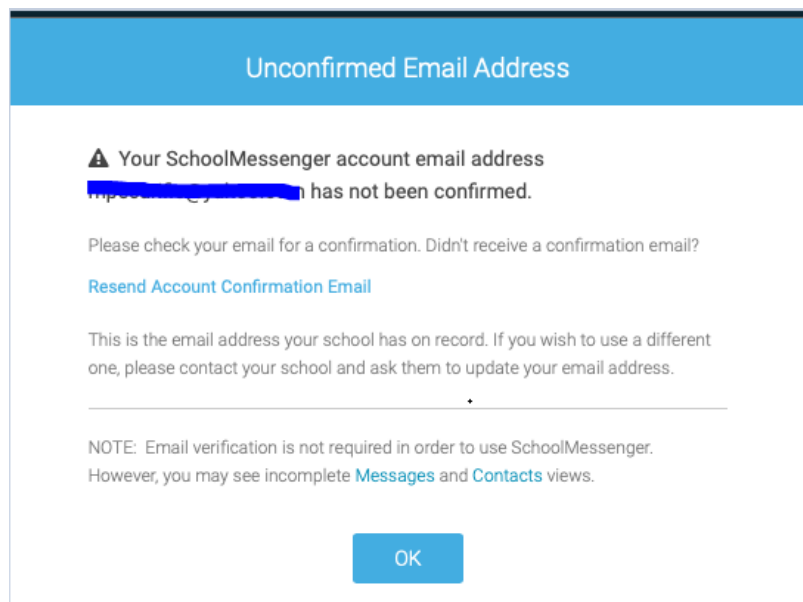
2. Once in PowerSchool parent portal, click on the School Messenger link on the right side.



3. Login and user activation process may include one of the following steps (a, b, or c below)
 - a. If this is your first login to SchoolMessenger, open the email indicated on this screen and follow activation process before continuing to step 4 (skip parts b and c); if you don't see this screen, go to step b immediately below.

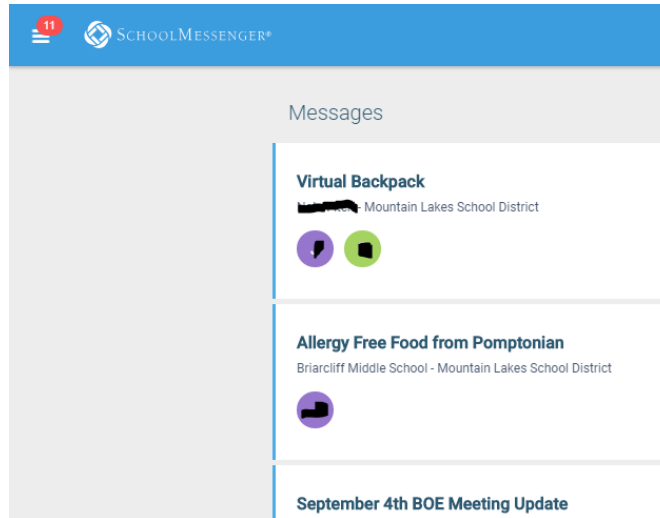


- b. If you have logged in before (sometimes the system just jumps to this step), you will see the below screen. Click on the blue "Resend Account Confirmation Email" link.

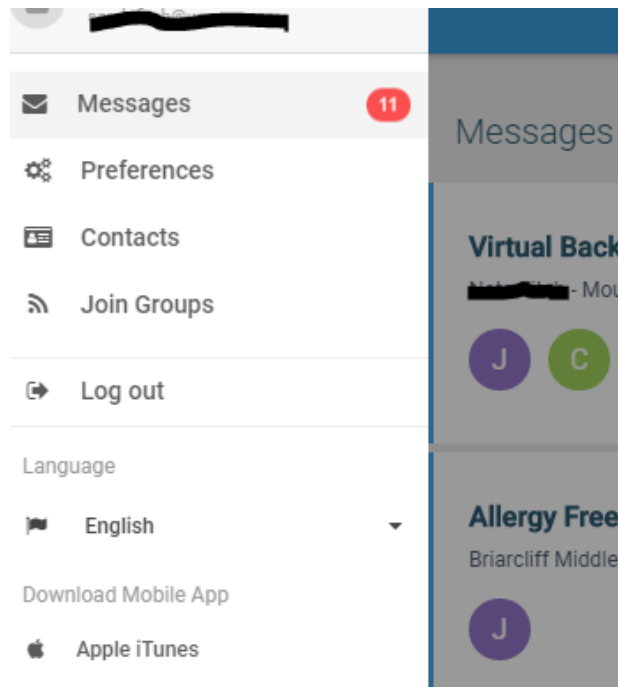


- c. If don't get either of these screens, continue on to step 4; but, if you get a message during this process that says you don't have any contact information, search your email history for an email from support@accounts.schoolmessenger.com and try to follow the activation from there. Then restart at step 4 below.

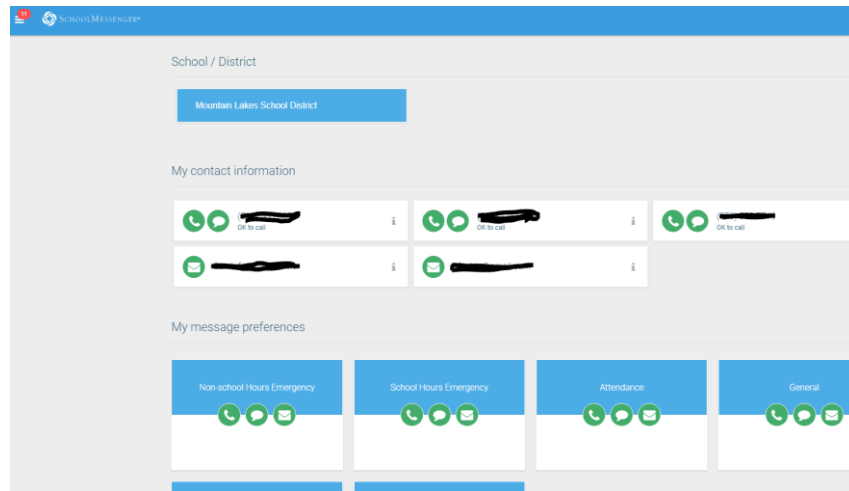
- The next screen that appears is below and will show all the most recent email broadcasts you have received. Click in the far upper left where you see the red circle with 11 in it on the image below.



- Now a menu like below will appear on the left side. Choose preferences.



6. You should now be on a screen like the one below that will allow you to manage your contact information in the top portion. Now click on each type of communication and choose the forms of contact that are acceptable.



If you have any questions or issues, please contact portal@mlschools.org.