



How do I set up receiving, or stop receiving, parent email from PowerSchool?

To change your email options in PowerSchool do the following:

1. Log into PowerSchool using the parent/guardian username and password. The student username and password does not have this option, so will not work to make the changes.
2. Click on the Email Notification in the toolbar along the top of the screen.
3. Select the option(s) you would like to receive by clicking on the corresponding blank checkbox. To turn off an option, click on the checked checkbox to make it blank.
4. Select the frequency the updates are to be sent out.
5. If you would like the email sent out immediately click on the Send now? option.
6. Enter email address to receive the email in the text box. More than one email address can be entered, just separate each email address with a comma.
7. Click on the submit now button. The saving may take a few moments so please do not leave the screen or exit out of your browser until you receive the message the updating is complete.

If you have any questions please contact the school or IT office at 949.916.0897.