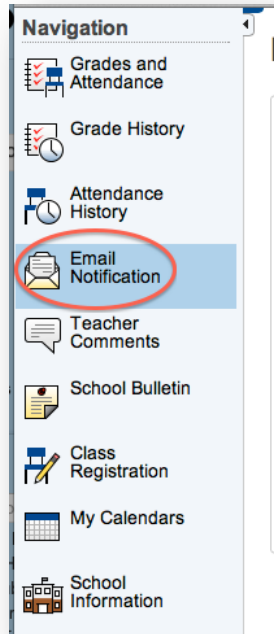
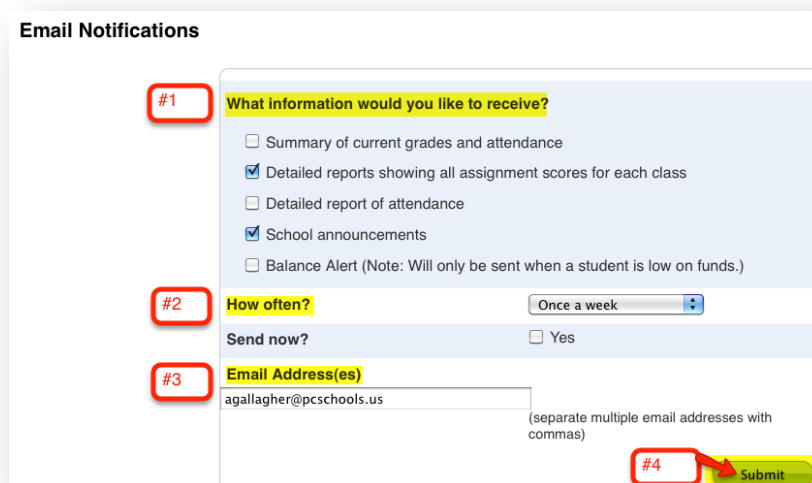


How to Sign Up for PowerSchool Notifications

- Log into PowerSchool by going to <https://powerschool.pcschools.us> and entering your **Parent User ID** and **Password** (all capital letters)
- Click **Email Notification**



- Complete the following:
 1. Check the items you want to receive
 2. Select how often
 3. Include your email address
 4. Click **Submit**

A screenshot of the "Email Notifications" form. The form is titled "Email Notifications" and contains several sections. The first section, labeled "#1", is titled "What information would you like to receive?" and contains five 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.)". The second section, labeled "#2", is titled "How often?" and contains a dropdown menu set to "Once a week". The third section, labeled "#3", is titled "Email Address(es)" and contains a text input field with the value "agallagher@pcschools.us" and a note "(separate multiple email addresses with commas)". The fourth section, labeled "#4", is a green "Submit" button.