




Dear Parent/Guardian:

Communication is important to Niles Community Schools. SchoolMessenger is the program we use to inform parents of important information in a timely manner. In order to assure that you will be contacted about weather related school closings or other important messages, please log into your ParentPortal account. Detailed directions and information is provided below. If at any time you need additional support, do not hesitate to contact your school office.

Choosing Notifications for SchoolMessenger

SchoolMessenger allows you to select which notifications you will receive and which format(s) you prefer. These settings are managed through the PowerSchool Parent Portal.

To change your SchoolMessenger settings in the PowerSchool Parent Portal:

1. Log into the Parent Portal. You can access the parent portal link at www.nilesschools.org or login directly at nilespowerschool.berrienresa.org/public. A letter was recently sent home that contained your access ID and password that you will need to login. If you did not receive it or need an additional copy, please contact your child's school office and they will provide you with another copy.
2. Click on the InfoCenter Link at the bottom left of your parent portal home page.  (All messages within the last 30 days appear on this page. It may be blank at the beginning of the year.)
3. Click on Preferences (**top right**) and you will see a list of phone numbers and emails. Please verify that they are correct. If they are not, please contact your school office with updated information.

If you need further support setting up your SchoolMessenger preferences, please contact your child's school office or you may visit: <https://infocenter.schoolmessenger.com/#/home> (click on "Learn More" - top right- for additional support)



You may also download the SchoolMessenger app to your mobile device.

To Receive Text Messaging: In order to participate, you must indicate your willingness to receive text messages to your cell phone. The opt-in process is simple and only takes a few seconds to complete. You will want to repeat the opt-in process for ALL wireless numbers that you wish to receive text messages on.

OPT-IN PROCESS

- Text **Y** or **YES** to the number 67587
- You will receive the following reply message: "You're registered 4 SchoolMessenger. Reply STOP to cancel, HELP for help. Msg & data rates may apply. Msg freq varies. (please note, although our district does not charge you for this service, it does not pay for text message charges that may be incurred by you for sending or receiving text messages. Check with your wireless carrier for possible charges.)"

