## SIS: Parent and Family Portal - Ensuring You Receive School/District Messages

To ensure that you receive messages from your child's school along with messages from the central office, it is important to ensure that your contact information is up-to-date in the Student Information System (SIS). This document shows you how to log into the Parent and Family Portal to check and update your "Contact Preferences" and contact information.

Specifically, in an effort to support families, the Office of Transportation sends notifications to families when a bus is delayed. The notifications are sent via text and/or email. In order for families to receive these notifications, contact preferences need to be accurate within SIS. Parents can update their contact preferences in the Parent and Family Portal.

## Accessing the Parent and Family Portal (Campus Parent)

If you need to register for the Parent and Family Portal, follow the guidance in step 1. If you already have an account, proceed to step 2.

1. Using an internet browser, navigate to <u>http://philasd.org/pfportal</u>. If you are registering for the first time, scroll down to the "How to Register for the Parent Portal" section of the page. Click the link after "Begin the registration process at" and follow the directions to set up your Portal.

How to Register for Parent Portal			
In order to complete your registration you will need: 1. Your student's ID number 2. A personal email address. 3. Access to the telephone number on file at your student's school. Begin the registration process at http://signup.philasd.org PDF Registration Directions English   SHQIP   or 1 3018   1911 [Français   Portugues   Pycockeil   Español   Việt			

2. Using an internet browser, navigate to <u>http://philasd.org/pfportal</u>. Click on the *Access* **the Portal Now** button at the top of the page.



3. Enter your district Username and Password. Click *Login*.

Ento and	er your Username Password
Username:	
Password:	
Porgot yo	ur password?
	LOGIN

## **Updating Contact Preferences**

The **Contact Preferences** setting will allow parents to update how they receive communication from their students' school and central offices.

1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click **Settings.** 

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2. Click on *Contact Preferences*.

Settings	
Notification Settings	>
Account Settings	>
Contact Preferences	>
Current Devices	>

3. You can update your *Preferred Language* if you would like to receive communications in your preferred language. Understand that by selecting a language other than English, you will still receive communications in English, but you will also receive communications created specifically for the language community that you have selected from the District.



4. You can update your *Message Preferences* to receive notifications by Voice, Text (SMS), or Email. There are two tabs available for Phone and Email. Click *Save* once updated.

e Text (SMS) option is enabled, message and data rates may apply. Ch end and receive text messages. To opt out, uncheck the Text (SMS) box	arges are dependent on your service plan, x at any time.	which may include fees from your
hone Email		
BACON HOUSEHOLD PHONE (555)123-1234	VOICE	TEXT (SMS)
Priority		
Attendance		
General		
Behavior Messenger		
Emergency		
CELL PHONE (555)555-1234	VOICE	TEXT (SMS)
Priority		
Attendance		
General		
Behavior Messenger		
Emergency		

5. Phone Preferences: To receive messages about bus delays, parents must check the box for Text (SMS) next to General for each phone number. If you have multiple phone lines, please ensure all lines that receive text messages have General checked. <u>REMEMBER:</u> Transportation messages are only sent by text (and email).

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or each notification type, select how you prefer to receive messages by checking Voi	ce, Text (SMS), or Email.	
the Text (SMS) option is enabled, message and data rates may apply. Charges are d o send and receive text messages. To opt out, uncheck the Text (SMS) box at any time	ependent on your service plan, e.	which may include fees from your car
Phone Email		
BACON HOUSEHOLD PHONE <sup>:</sup> (555)123-1234	VOICE	TEXT (SMS)
Priority	$\checkmark$	
Attendance		
General		
Behavior Messenger		
Emergency		
CELL PHONE (555)555-1234	VOICE	TEXT (SMS)
Priority		
Attendance		
General		
Behavior Messenger		
5		

6. *Email Preferences*: To ensure that email messages about bus delays are received, make sure to check the box for *Email* next to *General* for each available email.

Message Preferences				
For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.				
If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service pla to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.	n, which may include fees from your carrier			
Phone Email				
PRIMARY EMAIL ADDRESS F.BACON@EMAIL.COM	EMAIL			
Priority				
Attendance				
General				
Teacher				
Behavior Messenger				
Emergency				
Save				

## Updating Your Household Phone Number

The Address Information tool allows users to view your primary phone and address information on file. You can update your primary/household phone number through the Parent Portal. For additional updates that need to be made, reach out to your school.

1	On the left hand s	ide of the screen	click More T	hen click <b>Address</b>	Information
т.	On the left hand's	ide of the screen	, CIICK <b>IVIOIE</b> . 11	Hell Click Address	iniormation.

Home	More	
Calendar		
Assignments	Address Information	>
Grades	Demographics	>
Grade Book Updates	Family Information	>
Attendance	Health	>
Schedule	Important Dates	>
Academic Plan	Transportation	>
Fees		
Documents	Placement	>
Message Center	Backpack	>
More		

2. Here, you can view household information. You can update the primary telephone number of the household on this screen. If there is any other information on this screen that needs updating, contact your student's school directly. To update a household phone number, click *Update*.

Bacon Household	
Below is your student's current household information. You may update the telephone number of your household on this scre other correction to this information, please contact your student's school directly.	een. If you have any
Phone (555)123-1234	Update
Primary (Mailing) 2251 Edgecomb Rd Kitson, PA 12345	

**NOTE:** If the household phone number does not receive Text messages, you will not receive messages from transportation.

3. After updating the Household Phone Number, click *Update*.

Update Household Ph	one Number		
You are updating the following	g phone number:		
(555)123-1234			
Phone Number			
(215)555-55555x			
Update Cancel			