

# SIGN UP FOR **TEXT ALERTS**

## STEP 1

Log into Parent Portal with **full email** and password.

## STEP 2

Click **"Parent"** from the main title menu and from the drop-down menu select **"My Account"**

## STEP 3

Select **"Mobile Numbers"** from the My Account page

## STEP 4

In the **Mobile Numbers** section, **FIRST** click the box **"I want to receive text alerts"**. Once this is selected it will allow you to enter up to 5 numbers you wish to receive SMS text alerts. After your numbers are entered **click "Update"** and it will save the numbers to your Parent Portal profile.



# BUSPLANNER



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