

# How to Turn on Email Notifications and Adjust Email Frequency in Parent Portal

1. Login to your PowerSchool Parent Portal account at <https://ps.rcs.misd.net/public/home.html>
  - If you do not already have a Parent Portal account, please reach out to your student’s school for assistance setting up your account (you will need an access ID and password to link your student(s)).
2. Click on the Email Notification tab on the left side of the screen.
3. Place a checkmark next to the types of Notifications you would like to receive. The Options are as follows:
  - Summary of Current Grades and Attendance
  - Detail Report Showing Assignment Scores for Each Class
  - Detail Report of Attendance
  - School Announcements
  - Balance Alert (Note: will only be sent when student is low on funds)
4. Enter any additional email addresses that you would like to receive these same notifications.
5. Adjust the frequency of the notifications from the following options:
  - Never
  - Weekly
  - Every two weeks
  - Monthly
  - Daily
6. If you have multiple students linked to your parent portal account, and you would like to apply these same settings to the other students, check the box next to “Apply These Settings to All Your Students”
7. Check the box next to “Send Now” if you would also like to receive the requested notifications instantly.
8. Click Submit to save your settings.

**Email Notifications:**

**Contact Information**

Account Email

**What Information Would You Like to Receive?**

Summary of Current Grades and Attendance

Detail Report Showing Assignment Scores for Each Class

Detail Report of Attendance

School Announcements

Balance Alert (Note: will only be sent when student is low on funds)

**Additional Notification Emails**

Email Address(es)   
(Separate multiple email addresses with commas)

**Frequency**

How Often?

Apply These Settings to All Your Students?

Send Now For James?

**Submit**