

POWERSCHOOL & SCHOOLMESSENGER INSTRUCTIONS

PART 1 - INSTRUCTIONS FOR COMPLETING YOUR ANNUAL STUDENT UPDATE - for RETURNING students only -

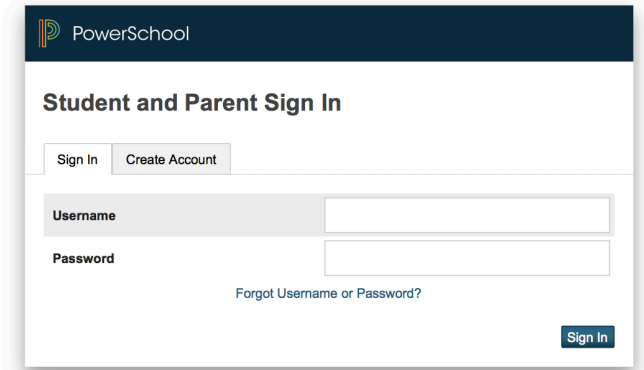


Go to powerschool/raiderweb.org/public.

You will be taken to this screen.

Enter your user name and password.

If you do not have an account, please contact your student's building and an account will be created for you.



Once you have logged in, you will see the screen below.

Complete STEP 1 - "Annual Student Information and Agreement Update" at the bottom left **FOR EACH CHILD**.

Details for completing STEP 2 continue on the next page.

PowerSchool

Welcome, Admin Parent | Help | Sign Out

Child 1 Child 2

Navigation

- Dashboard
- Transcript (Unofficial)
- Grades and Attendance
- Class Registration
- Balance
- My Schedule
- Health-BMI
- Email Notification
- My Calendars
- Account Preferences
- School Information
- Annual Student Information and Agreement Update
- SchoolMessenger

Parent TO-DO List

Please complete each of the tasks below to ensure we have accurate, up-to-date information for Child 1. If you have more than one student in the District, please do not forget to complete this information each of them as well. We thank you for your cooperation and assistance in serving you and your student.

STEP 1: Click on Annual Student Update (bottom left)

STEP 2: Click on SchoolMessenger Update (bottom left)

Have a question about either of the two processes above? Contact us at registration@raiderweb.org

Other Important Information

★ Attention High School Students

If you need to make any schedule changes please click the link below to get started.
[Check out available classes!](#)

1

2

Repeat Steps 1 & 2 for each child

PART 2 - INSTRUCTIONS FOR RECEIVING EMERGENCY & WEATHER MESSAGES

1

Log in to your PowerSchool Parent Portal: <https://powerschool.raiderweb.org/public/>

2

At the bottom of the left column, click on the SchoolMessenger icon.

PowerSchool

Welcome, Admin Parent | Help | Sign Out

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3

CALL PERMISSION:

If you are entering the system for the first time, you will be **required** to answer this opening question granting MASD permission to call your number.

To select your answer, click on the dropdown options to view the optional responses. **YOU MUST SELECT YES TO RECEIVE DISTRICT NOTIFICATIONS.** Then click **SAVE**.



Is it ok to call this phone number?



Permission settings for (717) 948-3000

Would you like to receive other pre-recorded messages from your school or school district for topics that you select, such as school closures and attendance notifications?

Yes, it's ok to call me at this number
 No, call me for emergencies only

By selecting yes and save, I consent to receive calls containing pre-recorded voice messages.



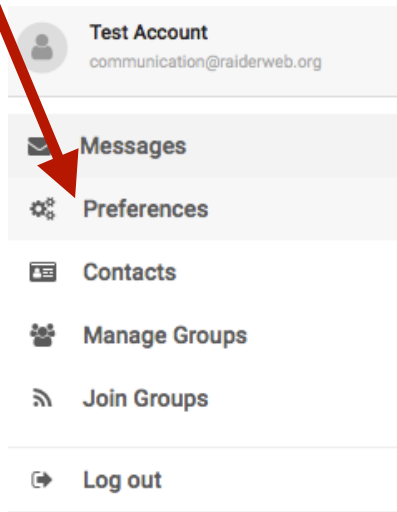
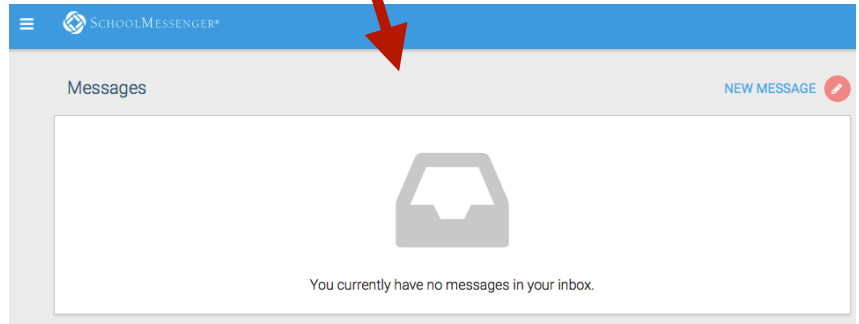
Save

4

The default homepage is the message screen. You may or may not have messages displayed on this page when you first log in.

5

Click on the menu bars and select PREFERENCES.

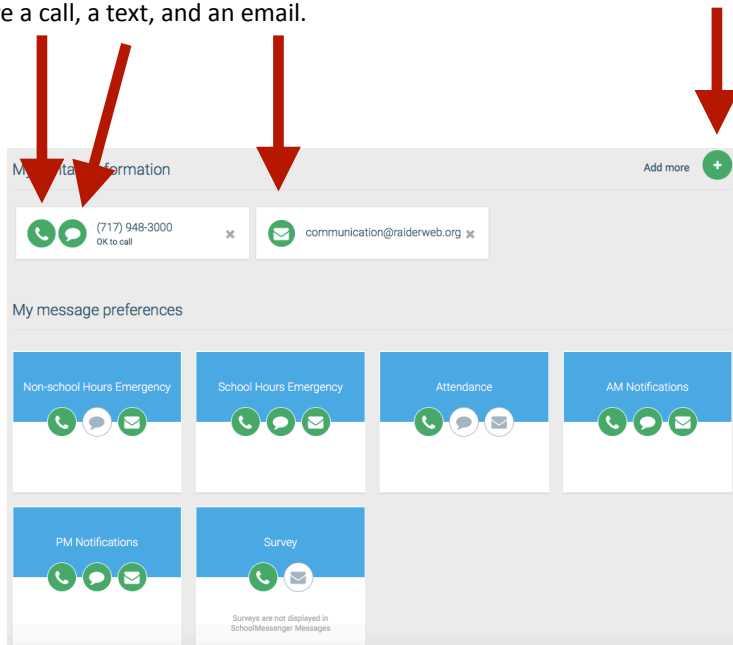


6

Now you can **VIEW** your notification preferences and **ADD** more contact info.

In this example, the user is set to receive a call, a text, and an email.

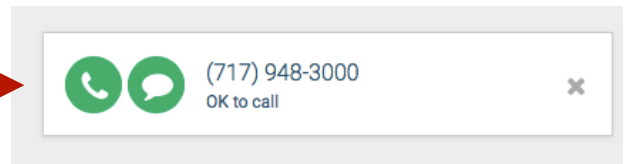
You can add up to 2 phone numbers and 2 emails.



PROCEED TO NEXT STEP TO MAKE CHANGES TO YOUR NOTIFICATION PREFERENCES.

7

TO EDIT YOUR NOTIFICATIONS,
click on each phone number.



You'll be taken to the screen pictured below where you can check boxes to set your preferences for that specific phone number. Repeat the process for each phone number.

<p>Non-school Hours Emergency</p> <p><input checked="" type="checkbox"/> Call me</p> <p><input checked="" type="checkbox"/> Send text</p>	<p>School Hours Emergency</p> <p><input checked="" type="checkbox"/> Call me</p> <p><input checked="" type="checkbox"/> Send text</p>	<p>Attendance</p> <p><input checked="" type="checkbox"/> Call me</p> <p><input checked="" type="checkbox"/> Send text</p>	<p>AM Notifications</p> <p><input checked="" type="checkbox"/> Call me</p> <p><input checked="" type="checkbox"/> Send text</p>
<p>PM Notifications</p> <p><input checked="" type="checkbox"/> Call me</p> <p><input checked="" type="checkbox"/> Send text</p>	<p>Survey</p> <p><input checked="" type="checkbox"/> Call me</p> <p><small>Surveys are not displayed in SchoolMessenger Messages</small></p>	<p>IMPORTANT! You must have at least one option checked under each of the boxes or you will not receive important calls from MASD.</p> <p>Emergency Notifications are only used in extreme emergency situations. A phone number and an email must be set for both Emergency boxes.</p>	
<p>Cancel</p>		<p>Save</p>	

AM/PM Notifications are used for weather messages AND District announcements. A phone number AND an email must be set for both AM and PM boxes because some messages are only sent via email.

REPEAT FOR EACH EMAIL ADDRESS
AND DON'T FORGET TO CLICK SAVE.

<p>Non-school Hours Emergency</p> <p><input checked="" type="checkbox"/> Email Me</p>	<p>School Hours Emergency</p> <p><input checked="" type="checkbox"/> Email Me</p>	<p>Attendance</p> <p><input checked="" type="checkbox"/> Email Me</p>	<p>AM Notifications</p> <p><input checked="" type="checkbox"/> Email Me</p>
<p>PM Notifications</p> <p><input checked="" type="checkbox"/> Email Me</p>	<p>Survey</p> <p><input checked="" type="checkbox"/> Email Me</p> <p><small>Surveys are not displayed in SchoolMessenger Messages</small></p>	<p>AFTER YOU CLICK SAVE, REMEMBER TO GO BACK AND COMPLETE THE SAME PROCESS FOR EACH CHILD.</p>	
<p>Cancel</p>		<p>Save</p>	

THAT'S IT! YOU'RE ALL SET!
You may sign back in at any time to change your contact information or preferences. For further assistance, contact communication@raiderweb.org.