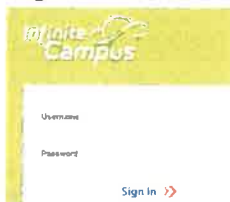




SCUSD Student Information System

Adding your personal email via the Parent Portal

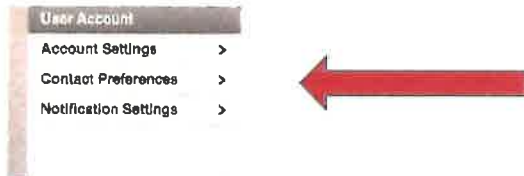
1. Log in to the Parent Portal at <https://portal.scusd.edu>



2. For each student in the district, use the drop down menu located at the top of the screen to select the name of your student.



3. Select **Contact Preferences** from the menu on the left side of the screen.



4. Add a primary and/or secondary email address in the provided fields. If any email addresses are already listed, please verify for accuracy.

Message Contact Preferences

Email Address

Secondary Email Address

5. Scroll to the bottom of the page to **Save** your changes.

Preferred Language US English

Save

6. Log Out

****NOTE**** If you are a school district employee, you must have your work email at the primary email address.

Google Classroom Parent Notifications:

Last year SCUSD launched Google Classroom, a feature of Google's products for Education. Many teachers throughout the district have been using Google Classroom. One of the features of Google Classroom is Parent/Guardian Notifications. This feature allows parents/guardians to receive daily or weekly summary emails from Google Classroom sharing current assignments due, past due assignments, announcements and summary of posts. This feature will be launched in February 2018.

All parents/guardians will receive an email for them to accept the email notifications or decline them. A parent/guardian will NOT receive this email if:

- 1) The parent/guardian primary or secondary contact is marked Private
- 2) The email is not valid or mistyped.
- 3) The email record does not have the General checkbox checked.
- 4) The contact is not marked as a parent/guardian.
- 5) The parent/guardian is currently enrolled at SCUSD.

The screenshot shows a contact list and a detailed view of contact preferences. A callout points to a contact with 'Private' status, stating 'Will receive email notification because not marked as Private'. Another callout points to a contact with 'General' status, stating 'Will receive email notification because marked as General'. A third callout points to a contact with 'General' status but 'Private' checked, stating 'Will NOT receive email notification because General is NOT marked'.

Name	Gender	Relationship	Start Date	End Date	Emergency	Priority	Guardian	Mailing	Portal	Messenger	Private
Del Agua, Julie A	F	Mother	04:04 2017			1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Del Agua, Martin	M	Father	04:04 2017			2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Del Agua, Nicolas	M	Sibling	04:04 2017				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Contact Information		Messenger Preferences Contact Reasons						
Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior	General	Priority Teacher	
Email:	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Secondary Email:	<input type="checkbox"/>	Email	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
Del Agua Household (916)205-6445	<input type="checkbox"/>	Voice	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	Text	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	

**** PLEASE NOTE****

THIS DOES NOT REPLACE THE PARENT PORTAL. THIS ONLY PROVIDES INFORMATION TO PARENTS IF THE TEACHER IS USING GOOGLE CLASSROOM AND ONLY PROVIDES ASSIGNMENTS/INFORMATION IN GOOGLE CLASSROOM.