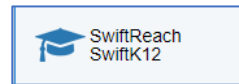


PowerSchool Parent Portal

PowerSchool Link on the school web page. Direct Address: <https://uccc.powerschool.com>

How to update information

1. Login to PowerSchool Parent Portal
 - a. **If you need to create a new PowerSchool parent account, then you will need to wait 24 hours before you can update your alert notification preferences.**
 - b. **When creating a PowerSchool account it is highly recommended to make your Username the same as your email address.**



2. Click on "SwiftReach" button (upper left corner).
3. click on "Alert Preferences" button (upper right corner).
4. Click on "Add new field" button
5. Select phone type and enter phone number.
6. For mobile numbers you will need to click "Edit" button to enable SMS (text messages) and "preferred contact point" check box.
7. Click on the Alert Preferences (Yellow Button) for that number and set the following.
 - a. Attendance
 - b. Emergency (used for School Closings and delays)
 - c. General Information
 - d. Grade Alerts
 - e. Teacher Message

