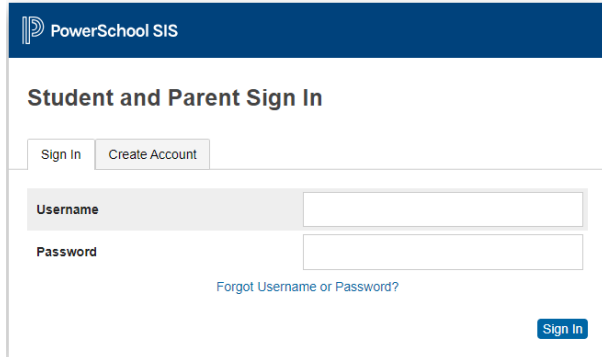


## Updating SwiftK12 Information:

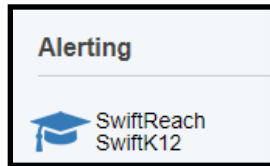
Log into the Parent Portal for PowerSchool:

<https://dickinson.ps.state.nd.us/public/home.html>



The image shows the PowerSchool SIS login page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form.

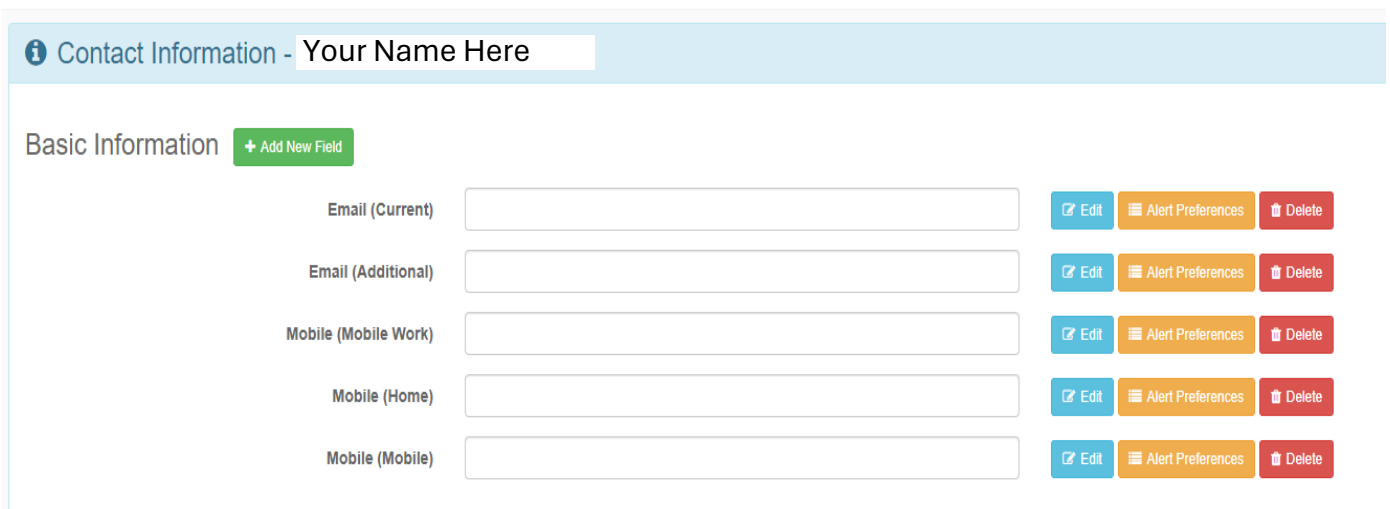
Once you are logged in, click SwiftReach SwiftK12 in the upper left corner of the page.



Then click on Alert Preferences on the right side of the screen



On this screen you will need to check your Alert Preferences to make sure you have updated information.



The image shows a "Contact Information" page for a user named "Your Name Here". The page has a light blue header with an information icon and the user's name. Below the header, there is a "Basic Information" section with a "+ Add New Field" button. There are five rows of contact information, each with an input field and three action buttons: "Edit", "Alert Preferences", and "Delete".

Field	Edit	Alert Preferences	Delete
Email (Current)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (Additional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile (Mobile Work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile (Home)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile (Mobile)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Updating SwiftK12 Information:



Contact Information - Your Name Here

Basic Information + Add New Field

Email (Current)	<input type="text"/>	<span>Edit</span> <span>Alert Preferences</span> <span>Delete</span>
Email (Additional)	<input type="text"/>	<span>Edit</span> <span>Alert Preferences</span> <span>Delete</span>
Mobile (Mobile Work)	<input type="text"/>	<span>Edit</span> <span>Alert Preferences</span> <span>Delete</span>
Mobile (Home)	<input type="text"/>	<span>Edit</span> <span>Alert Preferences</span> <span>Delete</span>
Mobile (Mobile)	<input type="text"/>	<span>Edit</span> <span>Alert Preferences</span> <span>Delete</span>

Click on the **orange** Alert Preferences button across from each field to select the categories you wish to receive information from.

Alert Preferences

Set Alerting Preferences for:

▶ Student:

▶ Email (Current)

Categories:

- Attendance
- Emergency All
- General Information
- Grade Alerts

Save Cancel

Reminder! You can not opt out of an emergency call, text, or email. If you have a number or email listed as a field, they will be contacted if an emergency alert is sent out.

You can Edit a field by clicking the **blue** Edit button across from that field

Edit Field

Mobile (Home)

Preferred Contact Point

Enable SMS Messages to this number

Enable voice calls to this number

Save Cancel

You can also delete a field by clicking the **red** delete button or you can add a new field by clicking the **green** Add New Field button that is under your name.