



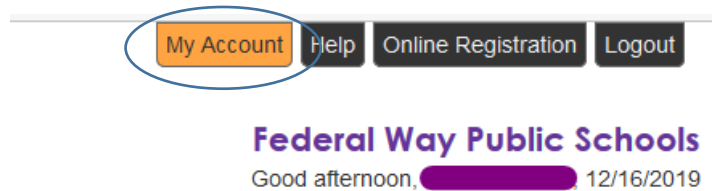
## **INSTRUCTIONS: How Parents Opt-In to Receive Text Messages**

We're excited to offer text messages to parents through our automated messaging system! This is one more way (in addition to voice, email and app) parents can receive updates about events, inclement weather, and more.

There is a two-step process to opt-in for text messages. **Both steps in ParentVUE and the automated messaging system (ParentLink) must be completed.** After finishing the ParentVUE steps you must wait until 6 p.m. the following day before completing the ParentLink steps.

### **First Step: ParentVUE**

1. Visit ParentVUE (<https://grades.fwps.org/>)
2. Click on "I am a parent" and log in
3. Click on the "My Account" tab



4. Scroll down to the "Phone Numbers" section
5. Edit any existing mobile phone number, or add a new phone number by selecting the + icon, where you'd like to receive text messages
6. Mark the column with a check mark that says "Contact"
7. Update the column that says "text" to "yes"

Phone Numbers							
Delete	Primary	Type	Phone	Extension	Contact	Text	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mobile	[redacted]		<input checked="" type="checkbox"/>	Yes	
<input type="checkbox"/>	<input type="checkbox"/>	Work	[redacted]		<input type="checkbox"/>	No	

8. Scroll up and click the "Update Account" button

### **Account Information**

Instructions: Modify your account information below and press Update Account to apply the changes. To change you

Update Account

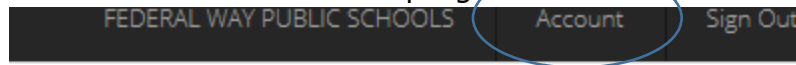
Cancel



## **Second Step: ParentLink**

1. Log into your account (<https://federalway.parentlink.net/>)

2. Choose "Account" in the top right corner of the screen

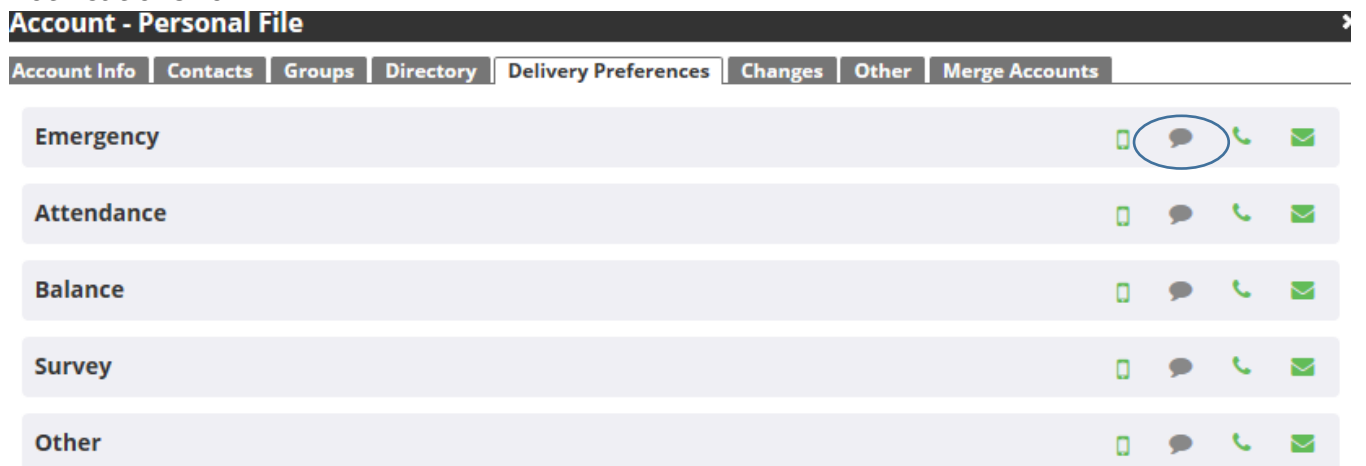


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3. Click on "Delivery Preferences"



4. Click on the text bubble image for all the category of messages you want to receive text notifications for





5. Check the box next to your phone number

**Account - Personal File**

Account Info | Contacts | Groups | Directory | Delivery Preferences | Changes | Other | Merge Accounts

<b>Emergency</b>				
[REDACTED]				<input checked="" type="checkbox"/>
<b>Attendance</b>				
[REDACTED]				<input type="checkbox"/>
<b>Balance</b>				
[REDACTED]				<input type="checkbox"/>
<b>Survey</b>				
[REDACTED]				<input type="checkbox"/>
<b>Other</b>				
[REDACTED]				<input type="checkbox"/>

6. The text bubble will turn green when the text option is turned on
7. Sign out of ParentLink