



WEST MORRIS REGIONAL HIGH SCHOOL DISTRICT

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Dear Parent(s) or Guardian(s),

New for 2017-2018, all parents and guardians are required to update the following information electronically via Parent PowerSchool Portal:

- Demographic information
- Medical information
- Emergency contacts
- District forms (Student Insurance and Lunch forms)

as well as view and acknowledge the Responsible Use Policy (**returning students only**). This process replaces the paper forms sent home previously.

To begin this process, visit <http://wmrhsd.powerschool.com/public> and enter your username and password. Select your student by clicking on their name in the blue bar at the top of the screen; then click on the "Annual Student Updates and Forms" icon located on the left side of the screen in the grey menu bar.

Tutorials on updating your information and signing any requisite forms are available on our technology support site. Please go to <http://wmrhsd.support> and click on "Parent Technology Support". Parent PowerSchool Portal guides are also available on Mendham and Central's websites under "Announcements".

In addition to updating information in Parent PowerSchool Portal, all parents and guardians must confirm and update their contact information in School Messenger. School Messenger, the district's Instant Alert System, is utilized to notify parents, guardians, and students of school closings, delayed openings, and other emergency issues or announcements.

Click the "InfoCenter" link in Parent PowerSchool Portal to access School Messenger. On the School Messenger website, click the "Sign Up" link at the top of the web page to create your account. For the email field, **you must use the email address on file in PowerSchool**. If you try to use a different email address, you will not be able to set-up your account. Choose a password and select "Sign up". ****If you previously created an account with School Messenger, select "Log In"**

Once you are logged in, it is possible to change your notification preferences for specific message types and add additional phone numbers and or email addresses to your account. For detailed instructions on making changes to your notification preferences and adding or modifying the email addresses and or phone number(s) on file, refer to the "School Messenger Setup Guide for Parents" which can be accessed using the following link: <http://links.wmrhsd.org/schoolmessengerguide>. If you would prefer, there is also a video setup guide available here: <http://links.wmrhsd.org/schoolmessengervideoguide>.

Issues related to creating your School Messenger account or changing your account preferences should be directed to the WMRHSD Technology Department: itdept@wmrhsd.org. Issues related to Parent PowerSchool Portal should be directed to Tracey Grady: tgradv@wmrhsd.org.

Thank you,
Sean Beavers
District Technology Coordinator