

# Manage Your Parent Notifications



Rogers Public Schools sometimes sends out automated calls, emails or text messages to parents through the ParentLink system. Learn how to use the ParentLink Portal to:

- Add additional phone numbers
- Adjust the timing of calls
- Opt into text messages and/or email notifications



Want to receive automated school messages at other numbers, by email, or by text?

Access your account through the ParentLink Portal at <http://rogersschools.parentlink.net>

## Customize how you would like to be contacted!

### How to get started

1. Open a web browser
2. Go to the district web page at <http://rogersschools.net> and click on ParentLink or go directly to <http://rogersschools.parentlink.net>

### Logging In

1. For the login, enter your student's computer login ID. (If you have more than one child, your parent accounts may be merged under one of your children's IDs). If your child does not know this information, ask the school office staff for the student's school ID.
2. For the password, enter the student's lunch number.
3. Click **LOG IN**.

### Navigating ParentLink

The HOME tab is automatically selected when you log in. This page indicates if you have new messages and may display announcements.

### Viewing Your Messages

Click on the Inbox and then the name of the message to display the content of the message.

### Managing Your Account

Parents are able to add contact information by clicking on MY ACCOUNT on the upper right side. From here, parents are able to change their password and add additional phone numbers. (The home number can only be changed by contacting the school office.)

#### Adding Contact Information

To add a phone number or email address, click the ADD button under Delivery Addresses and select the type of contact information you would like to add. For text messages, you will also need to provide the name of your cell phone service provider.

#### Scheduling Contact Times

You can also manage the timing of calls (except those that are urgent) under Delivery Addresses by clicking on the time range under the heading Schedule.

#### Removing or Disabling Contact Info

The buttons under Delivery Addresses allow you to disable or remove contact information after you check the box next to the information you want to adjust.

### Checking Messages Over the Phone

Parents can access recent messages by calling the ParentLink phone number at 1-866-208-5273. After entering your home phone number, press 1 to listen to recent messages that have been sent to your home.