

PowerSchool Messaging

POWERSCHOOL WEBSITE / URL INSTRUCTIONS

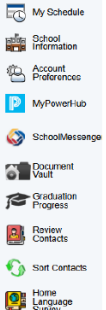
These instructions are specifically for the **PowerSchool WEBSITE / URL** in an internet browser - **not the PowerSchool App**.

1 Go to the PowerSchool Website

Using an internet browser, go to **midland.powerschool.com/public** and log in to your **Parent PowerSchool account**.

2 Open MyPowerHub

On the left side of the **PowerSchool website**, click **MyPowerHub**.



3 Click the Message Icon

In the upper-right corner of **MyPowerHub**, click the **message icon**.



4 Confirm Messaging

The first time you click the message icon, **check the box** in the confirmation window, then click **Confirm**.

PowerSchool Messaging is now activated! You can send and receive messages.

5 Open Your Profile

On the **PowerSchool website**, click your **initial circle icon** in the upper-right corner.

6 Open Communication Preferences

Click the **Communication preferences** gear.



Communication preferences

Don't Miss a Message!

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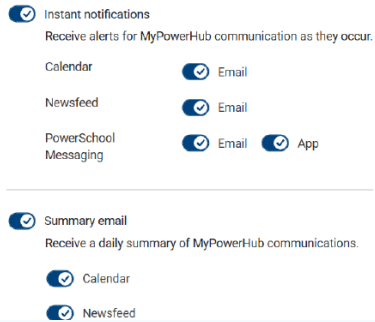
Continue these steps on the **PowerSchool WEBSITE / URL** to make sure you receive messages and notifications.

7 Turn Notifications On

Make sure **all toggle buttons are ON**. Your settings should look similar to this example.

Make sure all toggle buttons are on.

Example:



The screenshot shows the notification settings interface. It is divided into two main sections. The first section is titled 'Instant notifications' with a subtext 'Receive alerts for MyPowerHub communication as they occur.' Below this, there are three rows of settings: 'Calendar' with an 'Email' toggle turned on, 'Newsfeed' with an 'Email' toggle turned on, and 'PowerSchool Messaging' with both 'Email' and 'App' toggles turned on. The second section is titled 'Summary email' with a subtext 'Receive a daily summary of MyPowerHub communications.' Below this, there are two rows: 'Calendar' and 'Newsfeed', both with their respective toggles turned on.

Notification Type	Channel	Status
Instant notifications Receive alerts for MyPowerHub communication as they occur.	Calendar	Email: ON
	Newsfeed	Email: ON
	PowerSchool Messaging	Email: ON, App: ON
	Summary email Receive a daily summary of MyPowerHub communications.	Calendar: ON, Newsfeed: ON

8 You're All Set!

Use the **message icon** in the upper-right corner of the **PowerSchool website** whenever you want to access messaging.

That's it! Your PowerSchool website messaging and communication preferences are ready to go.