

# CHANGING PARENT PORTAL ACCOUNT SETTINGS

On your parent portal account there is a link named “Change Contact Info” (red box). Please click this link to review your settings.

You’ll notice your email will be the first thing listed – if you haven’t provided us with your email address please add it here as we do frequently send home email messages.

Then, please review all the phone numbers you have given us. If one is incorrect, please contact our portal help desk at [phsportal@dcsdk12.org](mailto:phsportal@dcsdk12.org) and tell them what number needs to be removed or changed. Then, please notice that each phone number and email has the option to receive different kinds of calls. The most common calls you may receive are Attendance and General messages. You can choose NOT to receive any phone calls and only to receive email messages by unclicking all the phone checkboxes.

**PLEASE NOTE:** For example if you have a checkmark in the boxes to receive “general” messages at **ALL** the numbers you have listed, you will receive an individual phone call on each phone number for any “general” messages that go out. Therefore, we encourage you to **only** check the number that you most want to receive messages at. **ALSO**, if you have another adult living in the household who is set up to receive these phone calls, you will receive the messages for that person as well (i.e. father and mother of a PHS student) therefore we encourage you to only have one parent setup to receive phone calls at the home number. In addition, please only checkmark either the Household Phone or the “Other” Phone as if both are check marked this will result in you receiving multiple calls.

**For Safety Purposes:** Please denote one phone number that can receive “High Priority” phone messages, as a phone dialer would be the method used to notify you of an emergency situation at the school.

If further instruction or clarification is needed on these directions please feel free to email the portal managers at [phsportal@dcsdk12.org](mailto:phsportal@dcsdk12.org) and they will be glad to assist you!

Email Address:

Instructions:  
For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message.  
You may select to receive a message on more than one device.  
To change or add a phone number you will need to contact your school's administrative offices.

	High Priority	Attendance	Behavior	General	Teacher
Household Phone (303)8 [redacted]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone (303) [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone (303) [redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Phone (303) [redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email [redacted]@msn.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

↑ Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language