



Starting in the 2017 -2018 school year, all Leon County schools will have a new messaging system called Blackboard Mass Notification. Schools will use this to communicate important information to parents and students.



Phone / E-mail / Texts / Social Media / Website

This system will allow information to be sent to individuals using a variety of the methods above based on the end user’s preferences. One of the best benefits is that you can select how and when you receive communications and can easily unsubscribe at any time directly within any message received from LCS using this system.

This system will replace our old “listserv” system in the very near future

In order for you to be able to continue to receive messages, emails, and/or texts, from your child’s school you will need to provide your cell phone number (for texts) and your primary e-mail address.

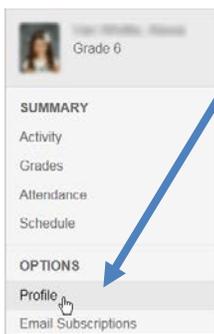
So how do I signup?

To receive important communications from your child’s school, simply log into the Parent Portal (<http://www.leonschools.net/parentportal>) and update your profile for each user that has a Parent Portal acct.

Please include the following information:

- **Cell phone #** - To be able to send you **text messages**, we must have your **cell** phone number. (Be sure to mark your cell phone number as “Cell”) – You can also add a home phone #'s if you wish.
- **E-mail address** – To be able to receive **e-mail messages**, we must have your primary **e-mail** address Be sure to mark your email address as “Primary”) – You can add multiple emails if you wish.

Updating your Profile



To add/change your cell phone number, email address or change your password to your Parent Portal account, click on **Profile** on the left menu.

- **If the fields are blank**, simply type your cell phone into the phone field and mark it “Cell” and then type your email address into the email text box and click on the radio button beside “Primary”. Click the “Save” button when done.
- **If info is already there**, verify the accuracy of the information, verify you have selected “Cell”

by the cell phone number, and verify you selected the “Primary” radio button by the email. Click the “Save” button when done.

Note: You must provide, mark it as **primary**, and save your email address before you can receive password reminders, password resets, or email subscriptions.

Important Note: If you wish to change or update a phone number on the student’s official school records, this process **will not update your student’s official record**. Please contact your child’s school to officially change contact information.

