

ParentSquare is a communication tool designed to keep you informed, and involved in your school community. It is important that you set up your notification settings.

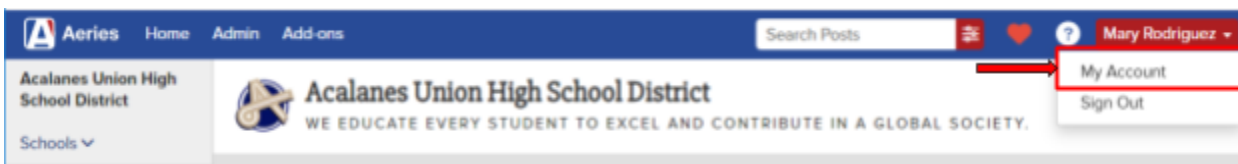
ParentSquare allows users to customize their notifications based on notification type and select their preferred delivery method for each school. The **Instant** setting will send all post notifications in real-time. The **Digest** setting sends direct messages, alerts, and time-sensitive posts instantly, but sends all non-time sensitive posts at the end of the day, reducing the number of notifications you receive daily. (We recommend the Digest setting.)

Notification types include:

- **Urgent Smart Alerts & Notices** includes any urgent alerts, attendance notices, and auto notices marked as critical notices (*cannot be disabled*).
- **General Announcements & Messages** includes any posts, direct messages and reminders.
- **School Alerts** includes any Smart Alerts and other student notices.

## Update your Notification Settings (using web browser)

1. From **Home**, click your name and select **My Account**.



2. Click **Notification Settings**.
3. Choose your preferred Notification Settings for General Announcements & Messages (Off, Instant or Digest) and School Alerts (On or Off). Once you've made selections, future messaging will send based on your preferences.

