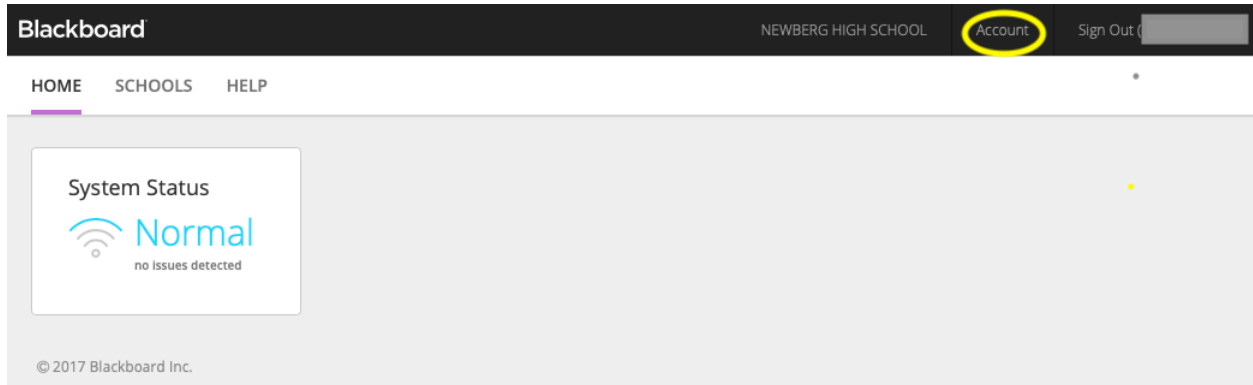


CHANGING YOUR DELIVERY PREFERENCES

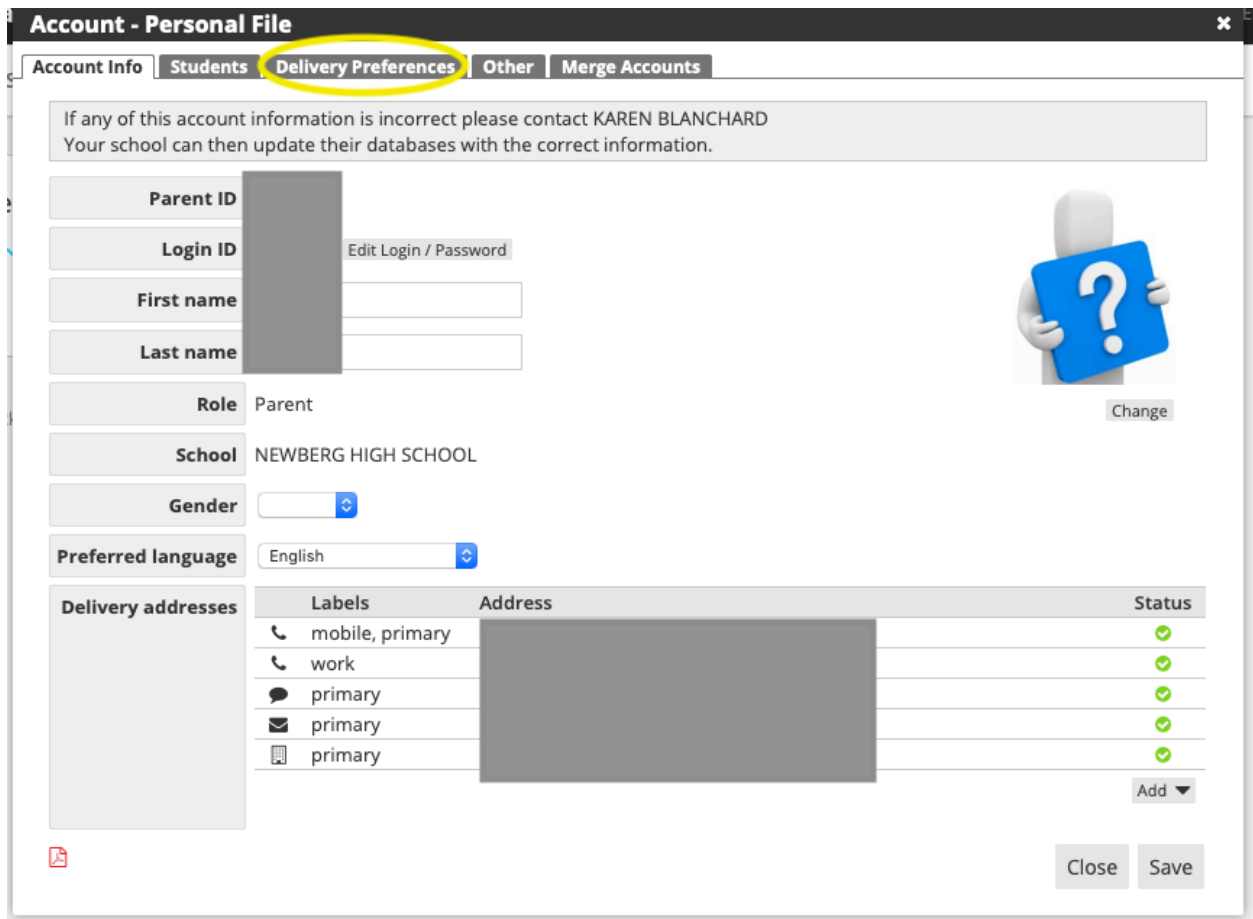
Login to Blackboard, the system we use for all our communications:

<https://newberg.parentlink.net/main/login/>

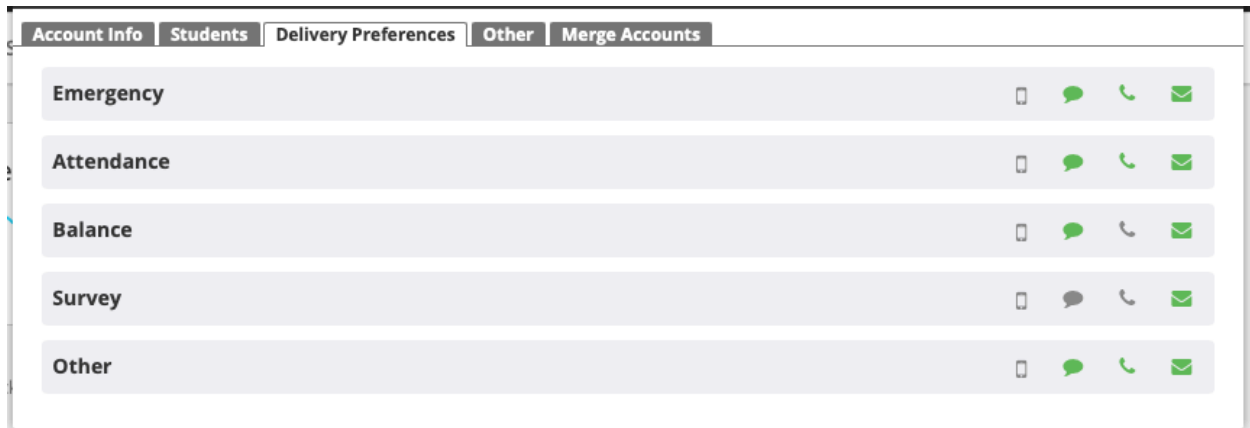
You'll see this screen; click the "Account" button:



You'll see the following screen; click the "Delivery Preferences" tab:



You'll see the following screen:



There are five types of categories for communication, and you can have custom delivery preferences for each one. For instance, you may want to receive phone calls for “Emergency” and “Attendance”, but not for the others. (“Balance” is for lunch room low balance notifications). When you click text, phone, or email, all the phone numbers and email addresses we have for you in our system will appear. You can choose which to use. If the one you want is not there, please call your school office and have them enter the correct phone and/or email in your student’s record.

When you are finished selecting your options, click the “Account Info” tab and click “Save”. You’re done!