CHANGING YOUR DELIVERY PREFERNCES

Login to Blackboard, the system we use for all our communications: <u>https://newberg.parentlink.net/main/login/</u>

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



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

Account - Persona	l File	×
Account Info Student	S Delivery Preferences Other Merge Accounts	
If any of this accoun Your school can the	t information is incorrect please contact KAREN BLANCHARD n update their databases with the correct information.	
Parent ID		
Login ID	Edit Login / Password	
First name		
Last name		
Role	Parent	Change
School	NEWBERG HIGH SCHOOL	
Gender		
Preferred language	English	
Delivery addresses	Labels Address	Status
	• mobile, primary	<u> </u>
	work	O
	primary	
	primary	
		Add 🔻
ß		Close Save

You'll see the following screen:

Account Info Students Delivery Preferences Other Merge Accounts			
Emergency	۶	¢.	
Attendance	۶	e.	
Balance	۶	ç	
Survey	۶	ç	
Other	۶	¢.	

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!