

**WCS Bookkeepers’ Blogs**

**Karen Widener, Technology Secretary/Bookkeeper**

# Current Forum questions/Issues:

Issue with accessing email through the School Messenger Community link on the homepage.

# Solutions:

If you are a **contractedemployee with children within the school system** and you need to access/change your notification settings, do the following steps:

* Go to the “**Staff Links**” section of the WCPS Home Page
* Click on the **PowerSchool link**
* Click on the **“PowerSchool Admin- Used for Office Staff”** link
* Login
* Go to the **“Applications”** section
* Click on the “**SchoolMessenger**” link
* **System, Contacts, Search for Person**
* Enter info you want to look up/change (e.g. phone numbers and email addresses)

If you are a **contracted employee** **and do not have children in the school system,** do the following steps:

* Go to the “**Staff Links**” section of the WCPS Home Page
* Click on the **“School Messenger”** link
* Click on the **“School Messenger Contact Manager- For Staff Users to Manage Notification Preferences”** link

**Do** **not** **use** **the School Messenger Community** link. Please read the following from our home page:

“**SchoolMessenger Community** allows **non-contracted staff and community members** to register to receive alerts such as school delays, closings, and emergencies. You can have these alerts sent to you through email and, optionally, a voice call and/or an SMS text message.”

**Contracted** employee will not be able to login at the School Messenger Community link to access/change any notification settings. Please contact me if you have any questions!

Thank you!

Karen WidenerCollapse this imageExpand this image

Collapse this imageExpand this image



## **Additional Comments**: