Updating Notification Settings in the Parent Portal

Marshall Community Unit C-2

Log into the Parent Portal and open Parent Lumen Access

Parent Lumen Access

1. Scroll to the bottom of the list on the left side of the screen

2. Click the more button next to "Notification Settings"

Classroo ... ties / Assig ... ore>

Lunch Info   more»

Emergency Contacts   more»

Notification Settings   more»

Student Reg. Info Update   more»

As a result of step 2 the screen area on the right will change to look like the image below.

Update Contact Information

3. Double click anywhere on the row that you wish to update

#		Email	SMS	Phone	
1	District Information	Yes	No	Yes	☐
2	School Information	Yes	No	Yes	☐
3	School Student Activity Updates	Yes	No	Yes	☐
4	School Student Academic Information	Yes	No	Yes	☐
5	School Crisis/Incident Notification	Yes	No	Yes	☐

Total Recs: 5

« | 1 | »   1 of 1   Recs per Page: 25

SMS is another name for text messaging.

General Information

Notification Area	School Information

Notification Method

Notify by Email	⦿ Yes ○ No
Notify by SMS	○ Yes ⦿ No
Notify by Phone	⦿ Yes ○ No

4. Change the settings

Update Information

Last User	SYSTEM77
Last Update	08-30-2013 12:00:00pm

Cancel   Save & Finish   Save & Edit

5. Save and Finish