How to Update Your Notification Preferences

CTLS Parent lets you customize your notifications!

You can select your notification preferences based on type of notification and preferred delivery method. If you have children at different schools, you can vary these notifications for each school.

Notification types include:

- Emergency & Student Notices *(cannot be disabled)*

- School Alerts

- General Announcements & Messages
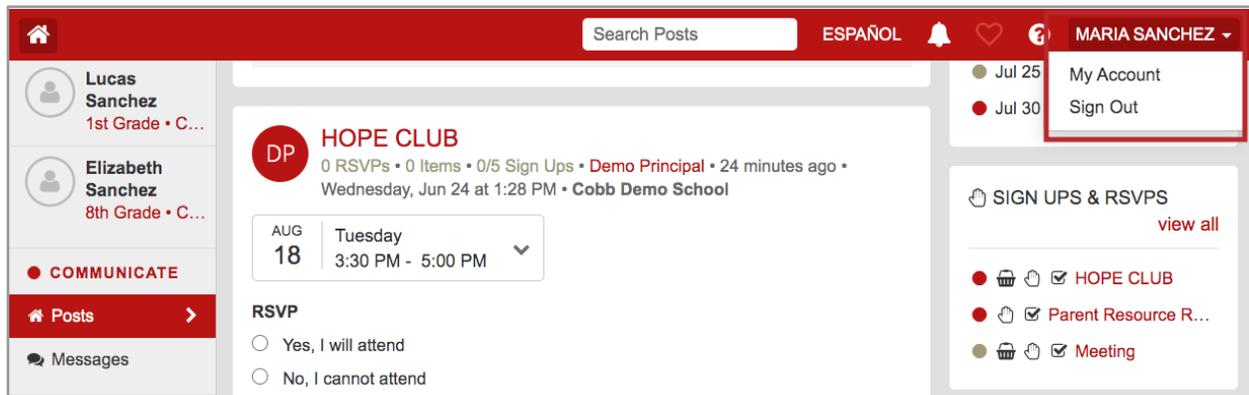
Instant vs. Digest

For **General Announcements**, you can select if you would like to receive "Instant" or "Digest" email and text notifications.

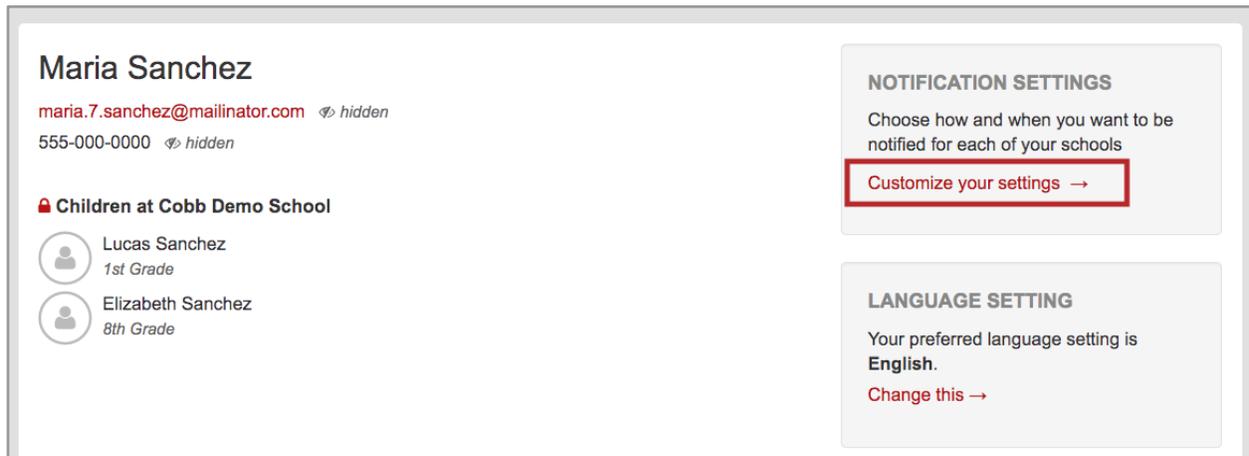| Instant	Digest
If you choose "Instant", you will receive notifications as they are sent throughout the day.	If you choose "Digest", you'll receive an email and/or text in the evening with all posts from that day.

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Customizing Your Notifications

1. Click your name in the upper right-hand corner and select "My Account" from the drop-down.

2. Select "Customize your settings" under NOTIFICATION SETTINGS on the right.

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3. **Click the pencil icon** next to each notification type and click "Save" in the pop-up dialog.