

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

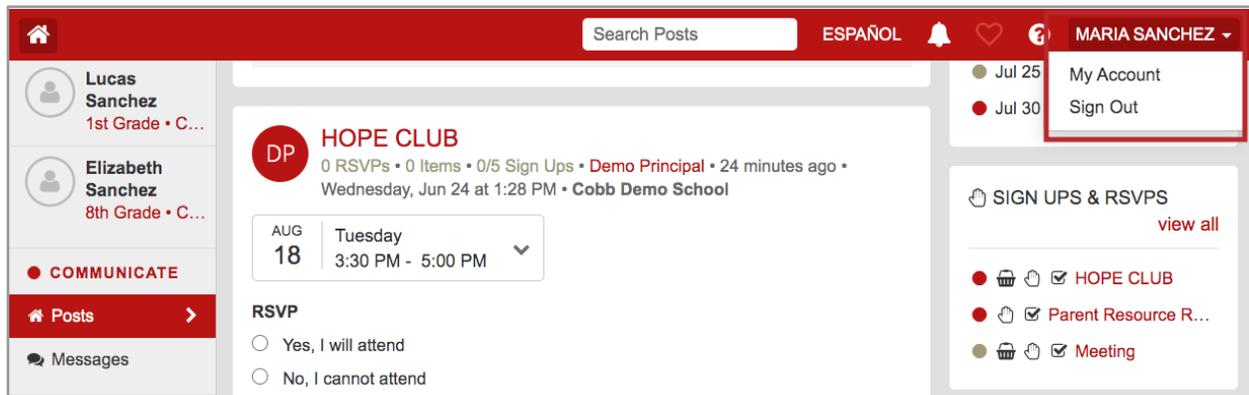
For **General Announcements**, you can select if you would like to receive “Instant” or “Digest” email and text notifications.

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.

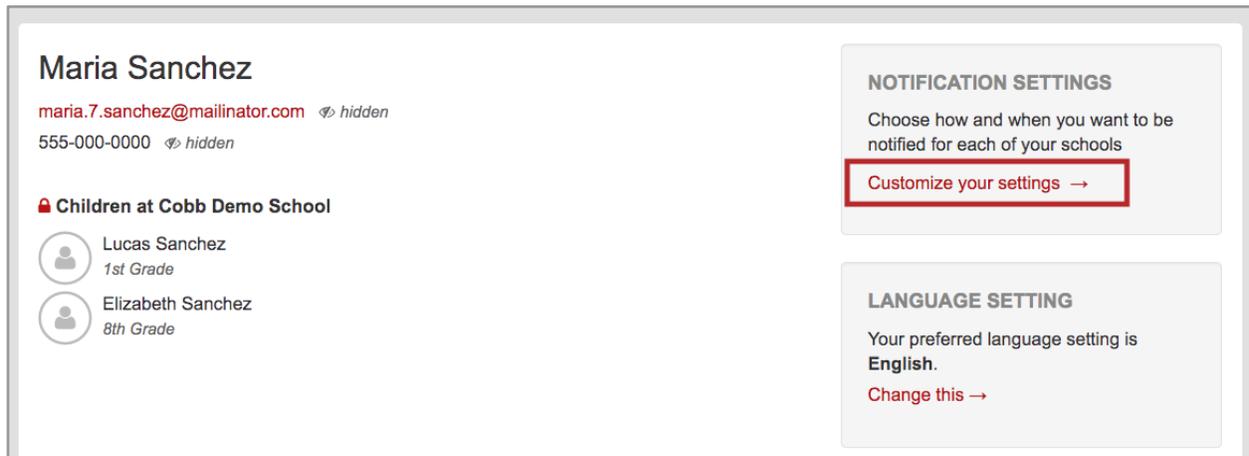
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Customizing Your Notifications

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.

The screenshot shows a settings page for notifications. It is divided into three main sections: Emergency Alerts & Notices, School Alerts, and General Announcements & Messages. The Emergency Alerts & Notices section is set to 'On' and is noted as 'cannot be disabled'. The School Alerts section is set to 'On' and has a pencil icon next to it. The General Announcements & Messages section is also set to 'On' and has a pencil icon next to it. Below this, there are options for Email, Text, and App, with a 'Get App' button. The Notification Frequency (Posts Only) section is set to 'Instant' and has a pencil icon next to it. Below this, there are options for Email, Text, and App, with a 'Never' option and an 'Unavailable' option. A red box highlights the pencil icons and the 'Get App' button in the right-hand column of the School Alerts and General Announcements & Messages sections, as well as the 'Instant' option in the Notification Frequency section.

The dialog box is titled 'Notification Frequency (Posts Only) - Email'. It contains a list of notification sources with radio buttons for 'Instant' and 'Digest' selection. The sources are 'Cobb Demo School' and 'Cobb County School District'. Both are currently set to 'Instant'. Below the list is a 'Change for all' button with 'Instant' and 'Digest' options. At the bottom right are 'Cancel' and 'Save' buttons.

Source	Instant	Digest
Cobb Demo School	<input checked="" type="radio"/>	<input type="radio"/>
Cobb County School District	<input checked="" type="radio"/>	<input type="radio"/>