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#WeAreSachem

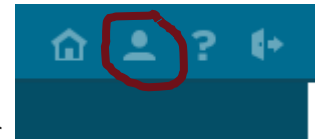
Sachem Central School District

Sagamore Middle School

Directions to Set Up Email Notification of Assignment Grade Entry in eschool

Parent/guardians now have the ability to choose to receive an email when new Gradebook assignment scores have been published to the Parent Portal. Only parent/guardians that 'opt in' to subscribe will receive the emails. By default parent/guardians are 'unsubscribed'

To OPT IN and begin receiving email notifications when new Gradebook assignment scores have been published to the Parent Portal :

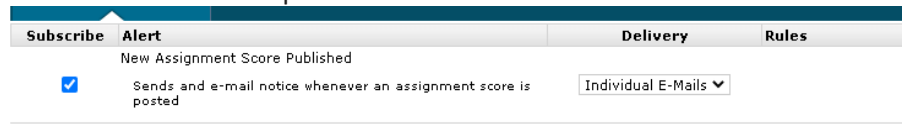


1. Click My Account icon in the right corner It's the icon that looks like a 'person'

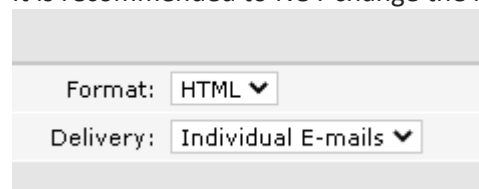
2. Click Messaging Preferences



3. Click 'Subscribe' AND Update



It is recommended to NOT change the Messaging Preferences



NOTE: the email will be sent to the email address associated with the Parent Portal account (located on the Update Account Information tab)