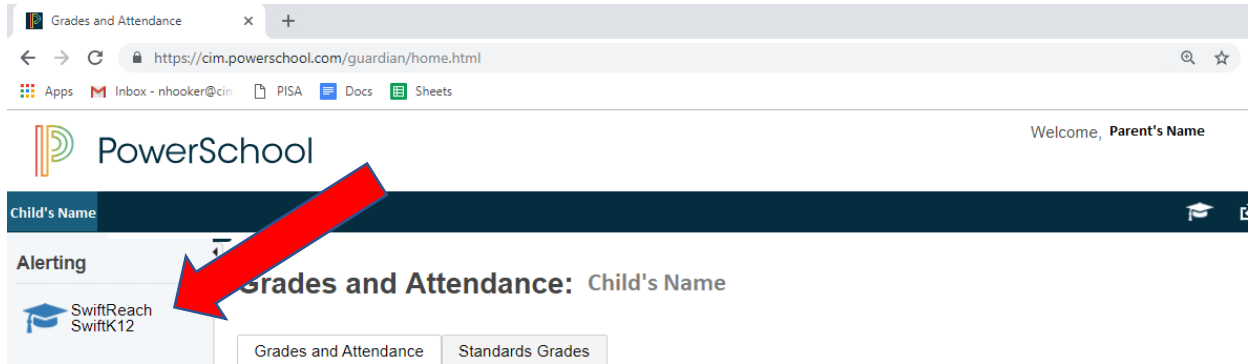
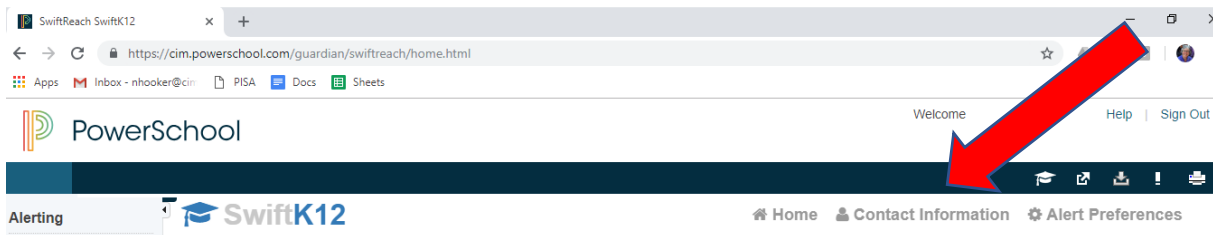


How can I update my 'All Call' Settings?

Log in to Power School and double click the SwiftReach icon:



First, check your contact information for each child by double clicking on Contact Information:



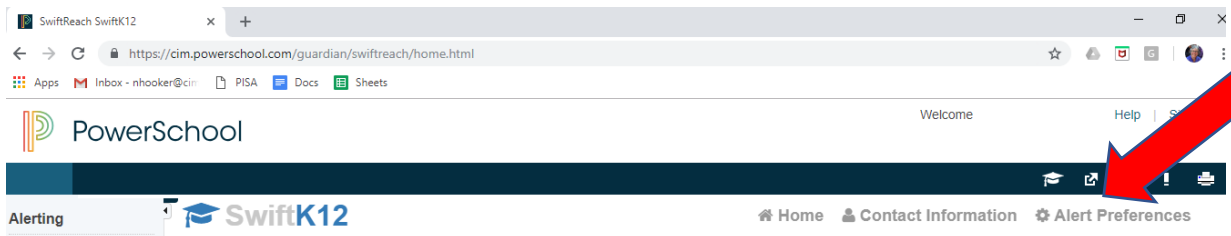
Any changes to the contact information must be made by your school secretary (any changes made on this screen will be overwritten by PowerSchool each night).

Cimarron EMS: ccortez@cimarronschools.org
Cimarron High: nholmgren@cimarronschools.org
Eagle Nest EMS: kkoehlinger@cimarronschools.org
Eagle Nest EMS: Dhronich@cimarronschools.org

A screenshot of the 'Contact Information' form. The form is titled 'Contact Information' and has a sub-section 'Basic Information'. It contains five input fields with pre-filled phone numbers and an email address:

- Father Day Phone: 575-555-5555
- Guardian Daytime Phone: 575-555-6666
- Guardian Email: name@mail.com
- Home Phone: 575-555-7777
- Mother Day Phone: 575-555-8888

Once your contact information is updated, to manage where your alerts go, choose the Alert Preferences link:



You can check/uncheck the boxes as you wish. Be sure to scroll to the bottom and press "Save Changes" when you are finished.

A screenshot of the 'Alert Preferences' form. The form is titled 'Alert Preferences' and has two sections: 'Attendance' and 'Emergency'. Each section has a sub-header and a list of checkboxes for different contact methods:

- Attendance:** This category is for alerts associated with attendance. Checkboxes are present for Father Day Phone, Guardian Daytime Phone, Guardian Email, Home Phone, and Mother Day Phone.
- Emergency:** This category is only for emergencies. Checkboxes are present for Father Day Phone, Guardian Daytime Phone, Guardian Email, and Home Phone.