

Prek-12 Parent Setup Instructions

- Step One: From your primary phone number dial **1-800-846-4976**.
- Step Two: **Audio Menu**
 - Press 1 to listen to your school's most recent Prek-12 Notification message.
 - Press 2 to Set Up a PIN number, to change your current PIN number, or to manage your contact information.
 - **PIN Setup (New Users):** After the prompt enter four (4) digits to be used as your PIN (ex: 9921)
 - **Change PIN:** Press 1 and then enter a new four (4) digit PIN.
 - **Manage Contact Information:** Press 2
 - Enter PIN code - Press 1 to change Info - Press 1 to add a Phone Number (enter 10 digit phone number, press 1 if correct, 2 if not) Add up to 3 numbers
 - OR Press 2 to delete a current phone number.
 - OR Press 3 to hear current numbers.
 - When you are finished updating your contacts Press 4.
 - Press 3 for Email information (to add email addresses you must go online to www.prek12notification.com).
 - Press 4 to return to the Main Menu.
 - Press 5 to end the call.
- Step Three: Go to www.prek12notification.com - Click Parent Login - **Login ID** is your ten (10) digit primary phone number (ex: 3305551234) and **Password (PIN)** is the four (4) digit PIN that you created earlier.
 - **Editing Phone Numbers**
 - To edit an existing phone number simply find the number under the **Phones** list and click **Edit** under the Actions column. From there you can make any changes necessary and when you are done click the **Update** button.
 - To **Add a New Phone Number** click the *yellow* box on the right side of the **Phones** bar - Enter the ten (10) digit phone number (ex: 3305551234) - Enter a description of the new number (ex: Cell, Home, etc.) - Click Add Phone. **You have up to 3 phone numbers.**
 - **Adding Email**
 - To **Add an Email** click the *yellow* box on the right side of the **Emails** bar - Enter your email address - Enter a description - Click Add Email.
- When you are finished updating your information you can click **Logout** under **Main Menu** on the left side of the page.

Please let the school know if your Primary Contact number is incorrect. Doing this will help to keep our records up to date.

