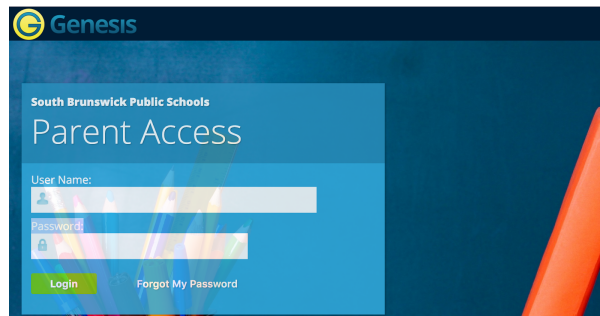


# How to Update Genesis Contact Information for School Messenger Notifications

1. Log in to the Genesis Parent Portal: <https://parents.sbschools.org>



2. Click Contacts



3. Add, Delete or Change Phone Numbers and/or Emails

| GUARDIAN 1 MOTHER |  |                               |                                     |                                     |                                     |  |
|-------------------|--|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
|                   |  |                               |                                     | NON-EMERGENCY NOTIFICATIONS         | EMERGENCY NOTIFICATIONS             |  |
| Home Phone:       | <input type="text"/> x <input type="text"/>                              | Primary Phone                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| Cell Phone:       | <input type="text"/> x <input type="text"/> <span>Select Provider</span> |                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| Work Phone:       | <input type="text"/> x <input type="text"/>                              |                               | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| Home Email:       | <input type="text"/>   |                               |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| Home Email:       | <input type="text"/>   |                               |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| Add Phone/Email:  | <span>Home Email</span> <input type="text"/>                             | <span>Save All Changes</span> |                                     |                                     |                                     |  |

4. Update your notification preferences for each guardian
  - Non-Emergency Notifications include attendance, food service, and general notifications (i.e., principal messages and other newsworthy topics)
  - Emergency Notifications include delayed opening, early dismissal, school/program closure and general emergencies
5. Click “Save All Changes”

**TO OPT IN TO RECEIVE TEXT MESSAGE NOTIFICATIONS, SEND “Y” OR “YES” TO 67587**