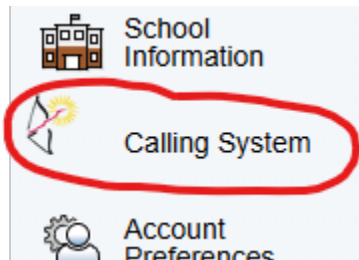


## Instructions for Setting Up the BrightArrow Calling System for Parents

1. Log into the PowerSchool Parent Portal using a parent account. Please do not log in as your student as you will not have access to the BrightArrow screen.

If you need directions for setting up a parent account in PowerSchool, please refer to <https://www.wallenzaupack.org/stuff/singlesignon.pdf>. Please note that you will need the information from the homeroom letter sent at the beginning of the year to set up the account. If you no longer have that letter, please contact your student's building and ask the secretary to provide another copy for you.

2. Once in the Parent Portal, click on the 'Calling System' option in the left-hand Navigation Menu.



3. This will take you to the Phone Call Setup screen for your student, where you can enter up to six (6) phone numbers that will be called and/or texted when the District sends out a call. Be sure to click the 'Submit' button when done.

**Telephone Numbers**  
Please enter up to 6 telephone numbers that the school may use to auto-call or auto-text you in the event of a change in schedule or emergency situation. Note that early morning calls and texts for regular full-day snow cancellations or 2-hour delays are at the Superintendent's discretion - please continue to check the local TV and radio stations or the [WASD web site](#) for those cancellations and delays.

Changes made on this page affect the Emergency Call System **ONLY**. Please continue to notify the office of any address or phone changes.

Please enter all phone numbers in the format 9999999999 or (999)999-9999.

Telephone #1	(570)555-5555
Telephone #2	(555)555-5555
Telephone #3	
Telephone #4	
Telephone #5	
Telephone #6	

Please note you must enter phone numbers for *each* of your students. The system will automatically eliminate duplicates, so you won't be called/texted more than once at each number.

4. The first time you receive a text message from the District, arriving from 79041, you will also receive, as a separate text, an invitation to continue to receive texts. ***It is important that you reply YES to this text message.*** If you do not reply to it, you will not receive further text messages from the District. If you later decide that you do want to start receiving text messages, you can text the word YES to the short code number 79041. Your permission is needed to continue to receive text messages from the District.