

Dear Parents/Guardians:

It is possible for you to automatically receive an e-mail if your child is tardy/misses a class, when grades are posted, and when your child's grades drop below a percentage determined by you. You will need to **opt in** to receive this information. Please follow the directions below if you would like to take advantage of this valuable tool.

**Note:** If you do not have your login information for My Plan please contact the help desk at the district office at 858-521-2790.

Directions:


1. Login to MyPlan on the Black Mountain Middle School home page (<http://www.powayusd.com/pusdbmms/>) or [sis.powayusd.com](http://sis.powayusd.com).
2. Click on "Synergy Parent Portal", in the middle of the page in purple letters, if using MyPlan.
3. Click on My Account tab on the top left side of the screen.
4. In the middle of the page you will see the following:

**Auto Notify:** Check the events below for which ParentVUE will e-mail information to you when an event occurs for any of your children.

<input type="checkbox"/>	Attendance	Notify me when my child is tardy or misses a class
<input type="checkbox"/>	Grades	Notify me when my child's current term grades are posted
<input type="checkbox"/>	Grade Book	Notify me with my child's gradebook scores

Send Messages Every

Only Send Messages when Grades are below:  %

 **Go Paperless!!**  I only want to receive my child's report card on-line, do not send me a printed report card

Primary Email:  Primary e-mail is required

Email #2:

Email #3:

Email #4:

Email #5:

- Check the boxes for the information you wish to receive
- You will need to indicate the day you want to receive the messages and the percentage in the boxes provided
- List the e-mail addresses where you would like to receive the information
- Click the update account tab below the e-mail addresses when you are done