



Parent/Student Email Alerts Registration Guide

Parents and students can use the **Parent Internet Viewer (PIV)** to have automated grade and attendance alerts sent directly to an email address of their choice.

Registering for Email Alerts

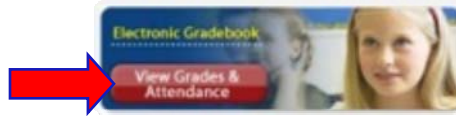
▼ **Log in to the Parent or Student Portal at:**

<http://myportal.dadeschools.net/parent> or <http://myportal.dadeschools.net/student>



On the main **Portal** page,

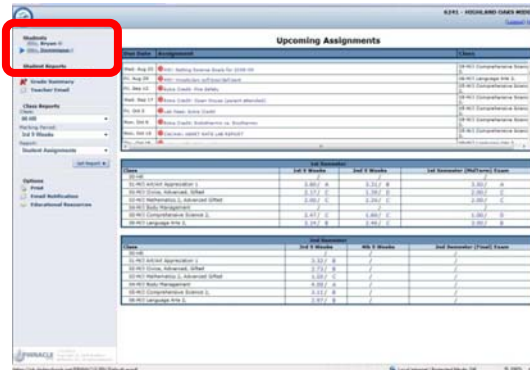
▼ **Click View Grades & Attendance**



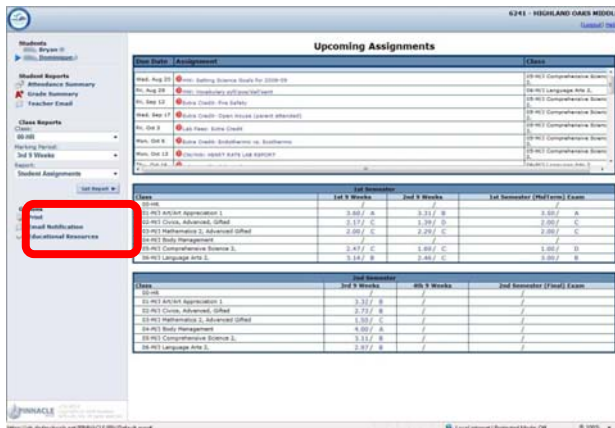
The **PIV** page will be displayed.

▼ **Select** the name of the student for whom you would like to receive alerts

A summary of the student's grades will be displayed.



On the bottom left-hand side of the page,
▼ **Click the Email Notification link**



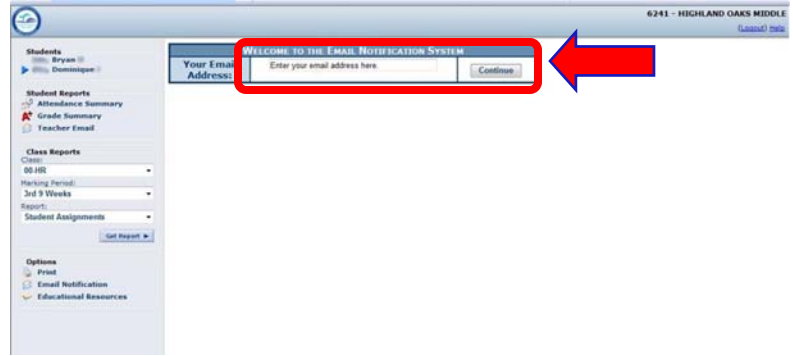


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On the **Sign-Up** page,

- ▼ **Enter** a valid email address where you want the alerts to be sent
- ▼ **Click Continue**

A page with the available alerts (report) types will be displayed.

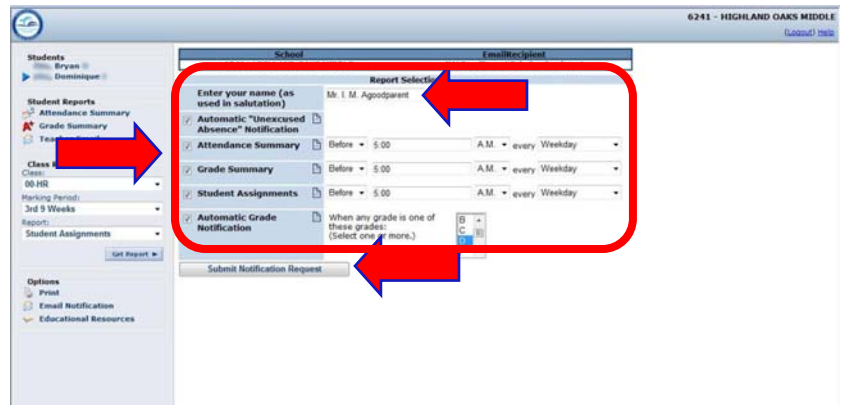


On the **General Information** page, in the box provided,

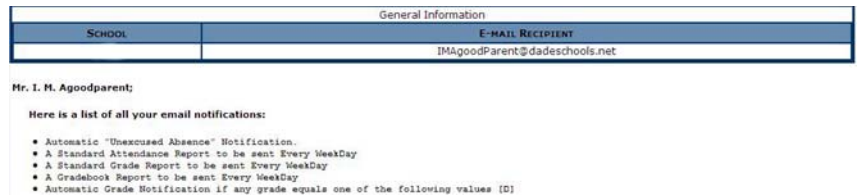
- ▼ **Enter** your name
- ▼ **Click** on the reports you wish to receive (See [Email Alert \(Report\) Types Descriptions](#))
- ▼ **Select** the time and frequency for notifications to be sent and grade for **Automatic Grade Notification**

Upon completing your choices,

- ▼ **Click** the **Submit Notification Request**



You will receive a summary page similar to the one displayed.



To receive alerts for multiple students, select another student's name on the **PIV** and repeat the process.

Changing or Cancelling Alerts

- ▼ **Log in** to the **Parent or Student Portal** and launch the **PIV**, using the exact email address you originally used for the student.
- ▼ **Change** the settings for the alerts that can be changed or,
- ▼ **Uncheck** an alert. **Unchecking all alerts will cancel all alert emails.** You can always reactivate alerts later if you choose.
- ▼ If you change your email address, update your information in the portal and sign up for alerts using the new email address.

Support

Contact your school for any issues related to this application.