

# Bishop Hendricken PowerSchool Portal

## Parent Opt-In for Document Delivery Instructions

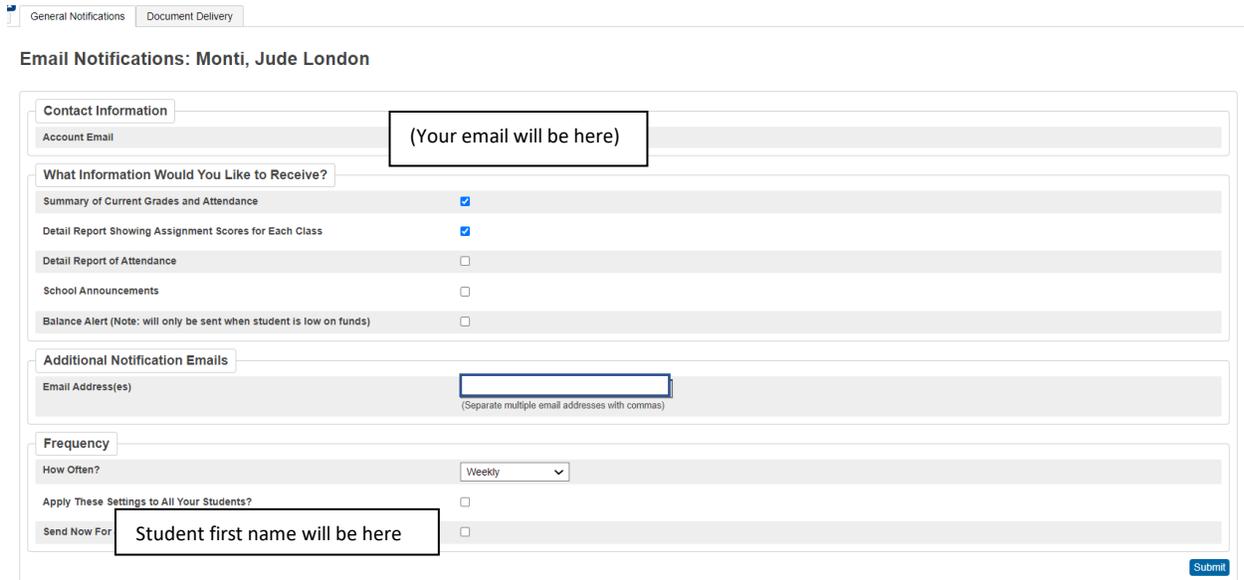
(Also included, email notification preferences and forms)

1. Log into your PowerSchool Parent Portal account at <https://hendricken.powerschool.com/public>. Click on Email Notification in the left-hand navigation menu

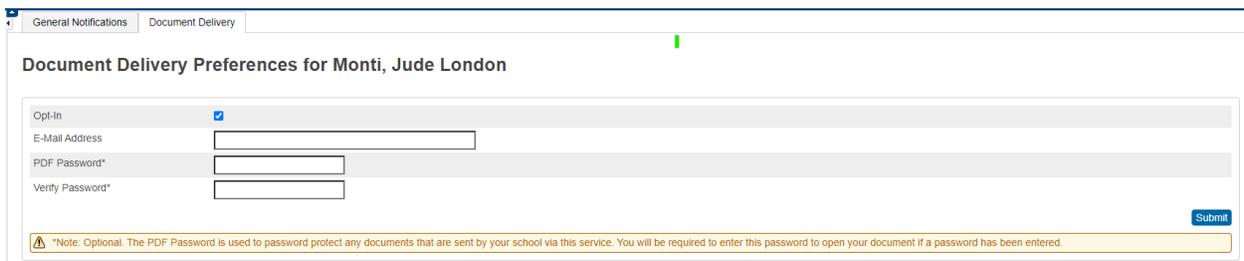


2. Select the General Notifications tab

- a. Check the boxes for the notifications you'd like to receive and follow with the frequency, etc.

A screenshot of the 'Email Notifications: Monti, Jude London' form. The form has two tabs: 'General Notifications' and 'Document Delivery'. The 'General Notifications' tab is active. The form is titled 'Email Notifications: Monti, Jude London'. It has several sections: 'Contact Information' with an 'Account Email' field (highlighted with a box containing '(Your email will be here)'); 'What Information Would You Like to Receive?' with checkboxes for 'Summary of Current Grades and Attendance' (checked), 'Detail Report Showing Assignment Scores for Each Class' (checked), 'Detail Report of Attendance' (unchecked), 'School Announcements' (unchecked), and 'Balance Alert (Note: will only be sent when student is low on funds)' (unchecked); 'Additional Notification Emails' with an 'Email Address(es)' field (highlighted with a box); 'Frequency' with a 'How Often?' dropdown menu set to 'Weekly'; and 'Apply These Settings to All Your Students?' (unchecked). The 'Send Now For' section has a text input field (highlighted with a box containing 'Student first name will be here') and a 'Submit' button.

3. Select the Document Delivery tab

A screenshot of the 'Document Delivery Preferences for Monti, Jude London' form. The form has two tabs: 'General Notifications' and 'Document Delivery'. The 'Document Delivery' tab is active. The form is titled 'Document Delivery Preferences for Monti, Jude London'. It has an 'Opt-In' checkbox checked. Below it are three text input fields: 'E-Mail Address', 'PDF Password\*', and 'Verify Password\*'. A 'Submit' button is at the bottom right. A note at the bottom states: '\*Note: Optional. The PDF Password is used to password protect any documents that are sent by your school via this service. You will be required to enter this password to open your document if a password has been entered.'

- a. Check the Opt-In box

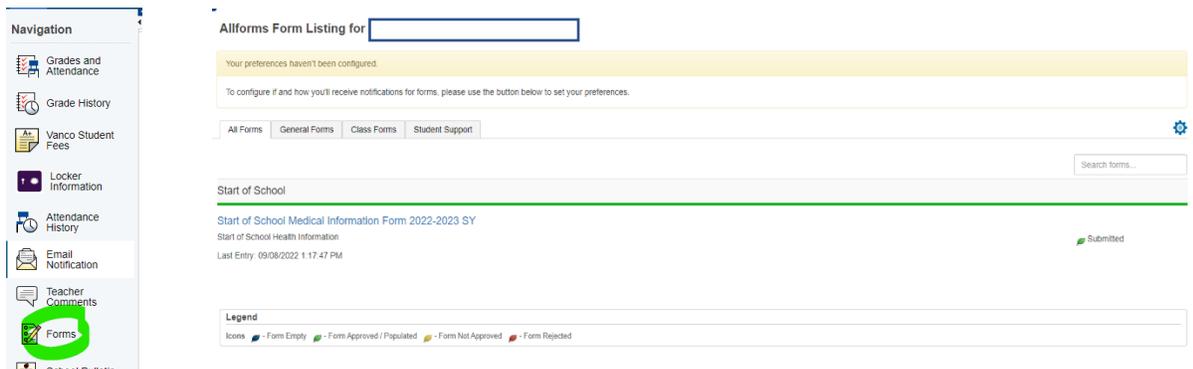
b. Enter the email address where you would like to receive your report cards. You can enter more than one address separated by commas (,)

c. Enter a password. You will be prompted to enter this password when you get the report card in order to view it. If you do not set a PDF password anyone with access to the document email that is sent will be able to view the report card.

d. Click Submit

Note: If you have multiple students linked to your account you must go through this process for each student individually. Click on your next student's name and repeat the steps in this guide again for them. You are now eligible to receive report cards electronically.

To complete important forms for your student, select the forms tab and click form name to complete.



The screenshot displays the 'Allforms Form Listing' interface. On the left, a navigation sidebar lists various school-related functions, with the 'Forms' option highlighted by a green circle. The main content area is titled 'Allforms Form Listing for [Student Name]'. A yellow banner at the top indicates that notification preferences have not been configured. Below this, there are tabs for 'All Forms', 'General Forms', 'Class Forms', and 'Student Support'. A search bar is located on the right side of the form listing. The main list shows a form titled 'Start of School Medical Information Form 2022-2023 SY' with a 'Submitted' status. A legend at the bottom explains the status icons: Form Empty (blue), Form Approved / Populated (green), Form Not Approved (yellow), and Form Rejected (red).

Thank you for completing these important tasks to keep your student record up to date!