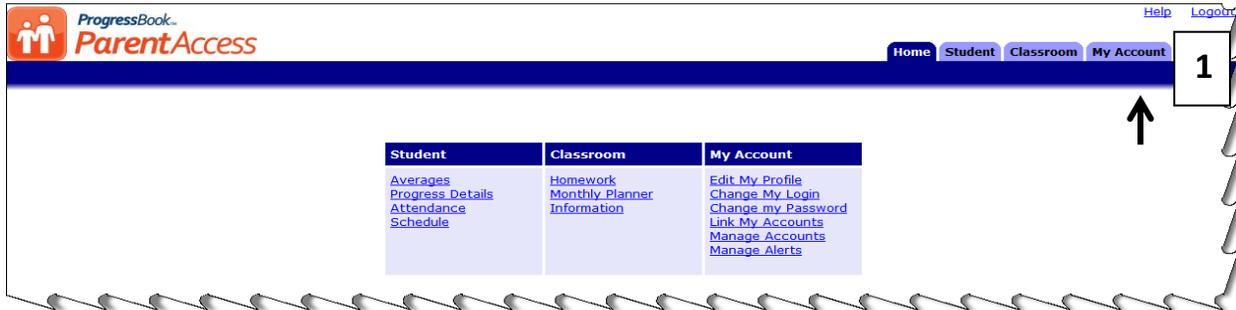


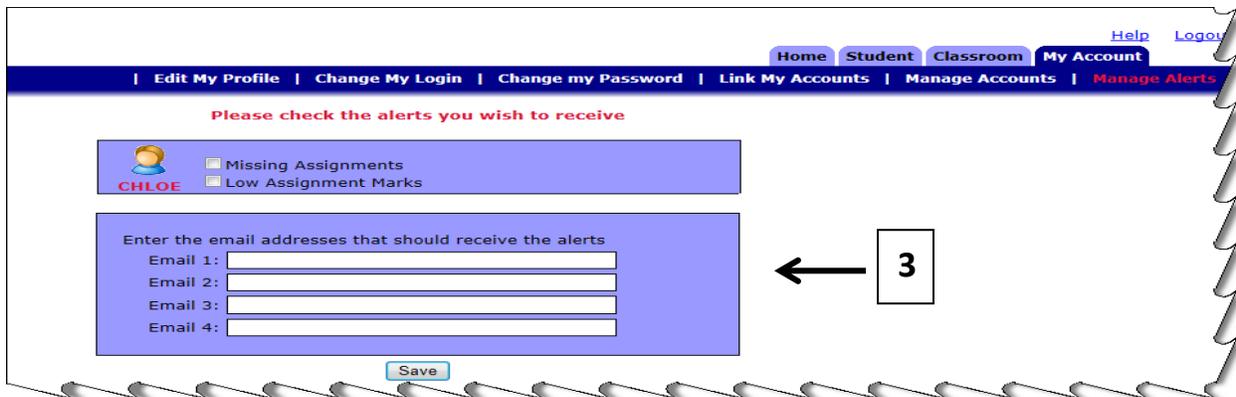
ncocc Setting Up Parent Access Email Alerts for Parents



Step 1: After logging in to Parent Access, click on My Account tab in the Upper Right of the Parent Access Screen.



Step 2: Click on Manage Alerts in the Upper Right of the Parent Access Screen.



Step 3: Checkmark on the Alerts you would like to have sent to you, and enter up to 4 email addresses you would like the alerts sent to and click on SAVE.

Home | Student | Classroom | My Account

[Edit My Profile](#) | [Change My Login](#) | [Change my Password](#) | [Link My Accounts](#) | [Manage Accounts](#) | [Manage Alerts](#)

Please check the alerts you wish to receive
Your changes have been saved!


 Missing Assignments [Change Settings](#)

 Low Assignment Marks

Enter the email addresses that should receive the alerts

Email 1:

Email 2:

Email 3:

Email 4:

Step 4: After you have saved, if you selected the Low Assignment Marks alert, you will see a Change Settings Area in the upper right hand corner. Click on Change Settings.

Low Mark Alerts for C

Send Alerts for Marks Equal to or Less Than...

Class	Grade
ACCELERATED ALGEBRA I	<input type="text"/>
AG EXPLORATION 2	<input type="text"/>
AMERICAN HISTORY 8	A+
ART 8	A
CHOICES & CHALLENGES	B+
FUND. OF MATHEMATICS II	B
HISTORY ROCKS	B-
INTEGRATED SCIENCE I: PHYSICAL	C+
JH STUDY HALL	C
JR HI CHOIR	C-
LANGUAGE ARTS 8	D+
MONEY AND YOU	D
PHYSICAL EDUCATION 8	D-
SCIENCE TECH	F

Step 5: You will see the screen above. At this point you can select the grade threshold for each class. For instance, maybe you want notified if the grade is less than a C for Accelerated Algebra, but an A for Art 8. This allows the parent to control what the Low Mark is for each class. Click Save to save changes.