



ASCENDER GUIDES



**admin\_settings\_alert\_body**



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This page allows you to set district-level schedule for the parent alert messages, as well as several district-level security settings.

**Alerts** refers to the update that occurs in the system.

**Notification** refers to the text or email message that is set to the parent as notification that there is an alert. Notifications do not have to go out at the same time the alert occurs.

The screenshot shows a 'Set Alerts' form with the following fields: 'Start Time' set to 8:00, 'End Time' set to 18:00, and 'Interval' set to 1 Mins. A blue 'Save' button is located to the right of the interval field.

## Set Alerts

|                       |                                                                                           |
|-----------------------|-------------------------------------------------------------------------------------------|
| <b>Start/End Time</b> | Select the start and end times to specify the time of day when alerts are generated.      |
| <b>Interval</b>       | Type the number of minutes that will elapse between each alert during the specified time. |

☐ Click **Save**.

## Set Notifications

|                       |                                                                                                   |
|-----------------------|---------------------------------------------------------------------------------------------------|
| <b>Start/End Time</b> | Select the start and end times to specify the time of day when notifications are sent to parents. |
| <b>Interval</b>       | Type the number of minutes that will elapse between each notification during the specified time.  |

☐ Click **Save**.

## Other Configuration Settings

|                                  |                                                                                                                                                                                                                 |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ParentPortal Default URL</b>  | Type the full URL that parents in the district will use to access ASCENDER ParentPortal. This link will appear in email/text alert messages to parents.                                                         |
| <b>Invalid Password Attempts</b> | Type the number of times a user can enter invalid credentials in the User Name and Password fields on the Login page before the account is locked. Upon the Nth invalid attempt, the account will be locked.    |
| <b>Lockout (in minutes)</b>      | Type the number of minutes an account will be locked once the user has entered invalid login credentials the maximum number of times. After this number of minutes, the account will automatically be unlocked. |
| <b>Timeout (in minutes)</b>      | Type the number of minutes before an inactive session will expire.                                                                                                                                              |
| <b>Mail Server Host</b>          | Indicate the address of the outgoing mail server.                                                                                                                                                               |

|                                 |                                                                                                                         |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Mail Server Port</b>         | Set the port that the alert service will be running on.                                                                 |
| <b>Mail Server From</b>         | Type the email address that will be displayed in the From field when a message is sent by the ParentPortal mail server. |
| <b>Maximum Number of Emails</b> | Type the maximum number of email messages that go out in a notification run.                                            |
| <b>SMS Default URL</b>          | Type the path used for text messages.                                                                                   |

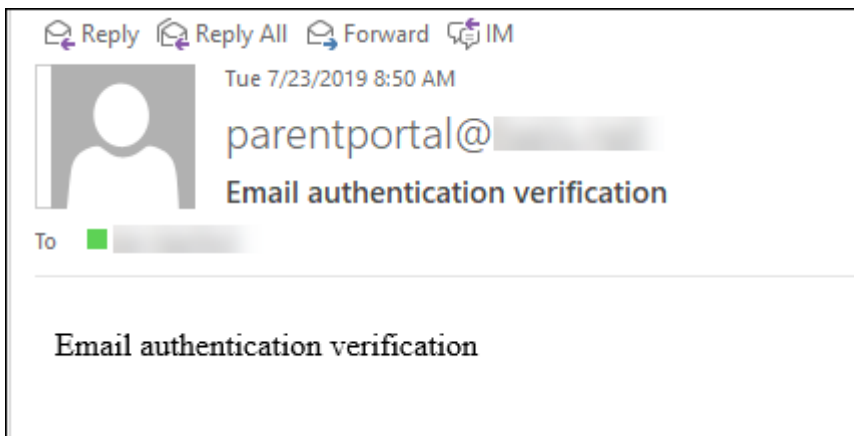
☐ Click **Save**.

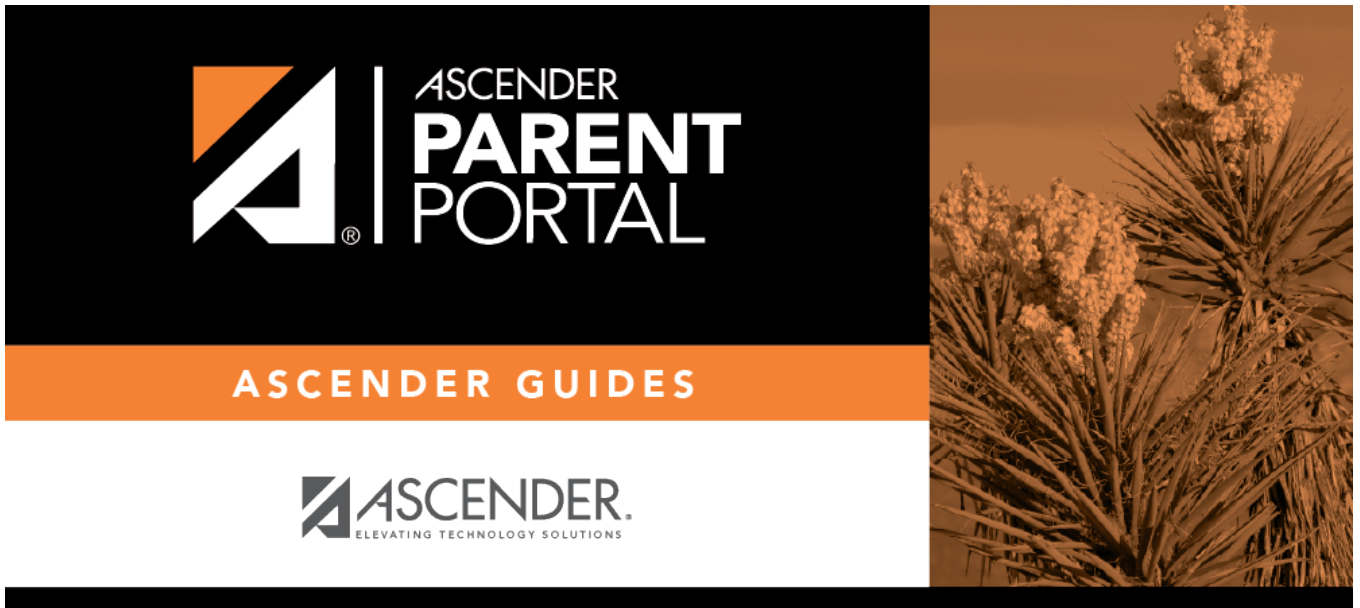
## Email Authentication Verification

|                      |                                                                                                                        |
|----------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Email Address</b> | Type any email address you wish to test. This allows you to confirm that SMTP and other settings are set up correctly. |
|----------------------|------------------------------------------------------------------------------------------------------------------------|

☐ Click **Send**.

If the email address is set up correctly, a message will be delivered to that email address indicating that it was verified and functioning properly.





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