



ASCENDER GUIDES



## Admin - Alert Settings



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# Admin - Alert Settings

## ASCENDER ParentPortal Admin > Admin Settings > Alert Settings

This page is only available to users who log on to ASCENDER ParentPortal with a district-level administrator account.

This page allows you to set a 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.

**NOTE:** Please contact your System Administrator if your district wants Alerts turned off.

**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.

## Set Alerts

Set Alerts

Start Time:

8:00

▼

End Time:

18:00

▼

Interval:

1

Mins

Save

|                       |   |
|-----------------------|---|
| <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

**Set Notifications**

Start Time:

End Time:

Interval:

8:00 ▼

18:00 ▼

1 Mins

Save

|                       |   |
|-----------------------|---|
| <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**.

## ParentPortal Settings

### ParentPortal Settings

ParentPortal Default URL: ?

### Email Settings

Use Authenticated Email Server: ?☒ Yes

Mail Server Host: ?

Mail Server Port: ?

Mail Server From: ?

Maximum Number of Emails: ?

Mail Server Login: ?

Mail Server Password: ?

Use Encryption: ?☒

### SMS Settings

SMS Default URL: ?

Save

**ParentPortal Default URL**

Type the full URL that parents in the district will use to access ASCENDER ParentPortal. This URL will be used during the email verification process.

☐ Under **Email Settings:**

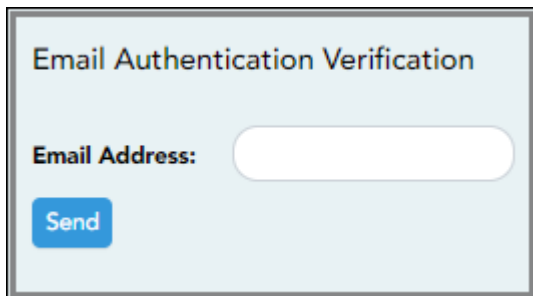
|  |  |
|--|--|
| <b>User Authenticated Email Server</b> | Indicate if the client's email notification email server requires a login and password. If <b>Yes</b> , enter the user name and password in the <b>Mail Server Login</b> and <b>Mail Server Password</b> fields. |
| <b>Mail Server Host</b>                | 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>Mail Server Login</b>               | If using an authenticated email server, type the user name.  |
| <b>Mail Server Password</b>            | If using an authenticated email server, type the password.   |
| <b>Use Encryption</b>                  | Select to use encryption.  |

☐ Under **SMS Settings**:

|                        |                                       |
|------------------------|---------------------------------------|
| <b>SMS Default URL</b> | Type the path used for text messages. |
|------------------------|---------------------------------------|

☐ Click **Save**.

## Email Authentication Verification

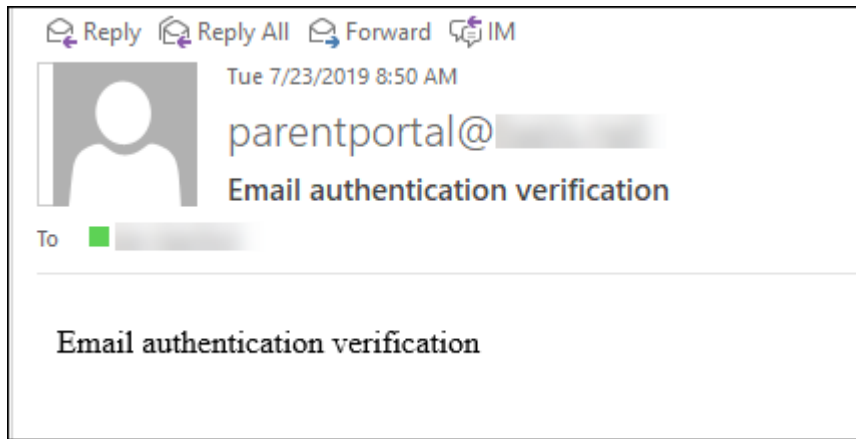


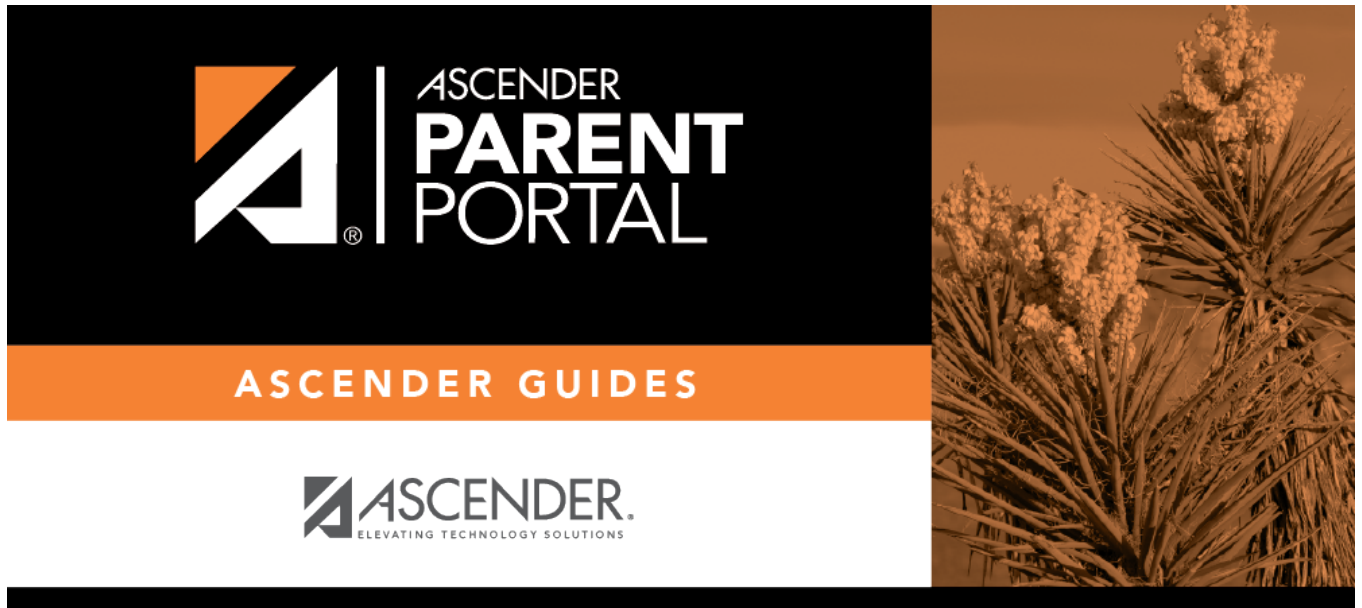
The image shows a light blue dialog box titled "Email Authentication Verification". Inside, there is a label "Email Address:" followed by a white text input field. Below the input field is a blue button with the text "Send".

|                      |  |
|----------------------|--|
| <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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