

Student or Parent Are Not Receiving Email Notifications

Step 1:

1. Go to the Campus Portal and login (<http://campusportal.ccsd.net>).
(Note: If you are unable to login to the Campus Portal contact the District Help Desk at 702-799-3300 option 1).
2. Under **User Account**, select **Contact preferences**.
3. Verify that you have an email address listed that you have access to or update the email address as needed. Please make sure you check the box allowing teachers to email you.
4. Click **Save**

Message Contact Preferences

Email Address:

Secondary Email Address:

Instructions:

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive that message.

* You must be a household guardian to edit the household phone preferences.

| | Emergency | Attendance | Behavior | General Notification | Priority Notification | Teacher |
|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Email <input type="text" value="student_email@gmail.com"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Secondary Email <input type="text" value="parent_email@gmail.com"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language

After logging into your portal click on Contact Preferences to verify your email addresses.

MUST make sure that the **students email** has the **Teacher** box is check marked. Otherwise they will NOT recieve course or teacher notifications.