
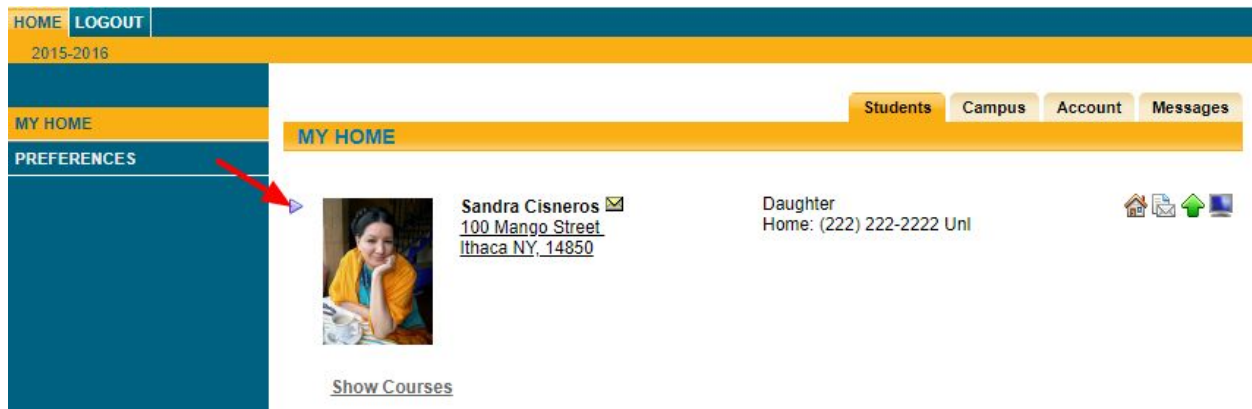




How to Verify Your Wireless Number in Schooltool Parent Portal

1. Login to Schooltool Parent Portal at <https://ithaca.schooltool.cnyric.org/SCHOOLTOOLWEB/>.
2. Click on the blue select button () next to your student's name.



3. Review the phone number(s) listed to the right of your name.

- If you wish to opt-in to be able to receive SchoolMessenger communications via SMS/text, your wireless number must be listed as your first phone number and the Receives Mail icon () must appear to the right of your contact information.

- **To request changes** to your phone number(s), the order in which numbers are listed, or to have the Receives Mail icon added to your record, **click on the the Request Contact Changes icon** () to submit your request.

Click here to request changes to your phone number(s), the order in which numbers are listed, and/or to have the "Receives Mail" icon added to your record.

The first number listed for each contact is the number used to deliver all SchoolMessenger calls. If you wish to opt-in to be able to receive SchoolMessenger communications via SMS, please ensure that the phone number listed first is enabled to receive SMS messages.

This "Receives Mail" icon must appear next to your name for you to receive SchoolMessenger notifications.*

Contact Name	Address	Phone Numbers	Grade	Counselor	Type	Building
Sandra Cisneros	100 Mango Street Ithaca, NY 14850	H: (222) 222-2222 Unl	10	Collier, Eva	Enrollment in building or grade	ITHACA SENIOR HIGH SCHOOL/High
Elvira Cordero Anguiano	100 Mango Street Ithaca, NY 14850	Cell: (111) 111-1111 Unl Home: (222) 222-2222 Unl Work: (999) 999-9999 Unl				
Alfredo Cisneros de Moral	100 Mango Street Ithaca, NY 14850	Cell: (555) 555-5555 Unl Work: (444) 444-4444 Unl Home: (222) 222-2222 Unl				

*Currently, only the first two contacts listed with the Receives Mail icon will receive SchoolMessenger communications even if more than two contacts have the Receives Mail icon. We hope to include additional contacts in our SchoolMessenger database in the near future.

[Click here](#) for Parent Portal support.