

Why Switch to intouch?



The District will no longer be using REMIND for district wide communication. We will be transitioning to Intouch Notification Service. Intouch uses the contact information in MiStar's Parent Portal (the student information system). It is important that your phone numbers are correct in Parent Portal so you can be notified of school information and alerts. We encourage you to verify that your phone number is accurate and designate your cell phone as a SMS-Cellular device by following the steps on the left.



How to Update My Parent Portal Phone Number for intouch

NOTICE: You will need access to a desktop computer to perform these steps.

Step 1 - Go to the MiStar Parent Portal at <https://sisweb.resa.net/gardencity/ParentPortal> (or through MiStar Portals page on our website) **on a desktop computer**. Login with your PIN and password. If you need your PIN number, please click "Need Your Login Information?"

Step 2 - After you login, you will be directed to the Profile page. You will see your student below. To change your contact information, click on "My Information" on the top right hand menu.

Student Name	Grade	School Name	School Year	Birth Date	Advisor	Counselor
Click on a student to view their information.	4	Douglas School 3-4 Campus (T)	2018-2019	1/21/2009		

Step 3 - When on the "My Information" screen you will see the following menu. Click on the "+" plus sign next to your "Demographics" tab to verify your information is correct. If you see any errors on this page, please click the "Review Now" button (circled in red) on the right hand side of the screen.

Information Review

- Contact: Mr Parent Name
 - Demographics
 - Name: Parent GC
 - Email Address: MyParentEmail@email.com
 - Telephone Numbers: (734) 762-8300 SMS-Cellular (734) 762-8301 SMS-Cellular
- Contact: Mrs Parent Name
 - Demographics
- Student: Student, Grade 4 at Douglas School 3-4 Campus 2018-2019
 - Demographics
 - Emergency Contacts

VERIFY YOUR PHONE NUMBER IS CORRECT
It must say "SMS-Cellular" for you to receive text messages from the district Intouch System

Step 4 - Now that you are on the Edit Demographics page you can **change your phone number**. To do this put your new phone number in the "Number" box. Next, select the phone number "Type" through the dropdown field. **NOTE: If you are using a cell phone that can receive text messages please select "SMS-Cellular" as the device type.** You can click "Add Phone" as needed. When you are finished, please make sure to click "Submit".

ParentConnection Updates Pending

Return Reset **Submit**

Demographics

Name: Mr [] Title [] First Name [] Middle Name [] Last Name []

Email Address: MyParentEmail@email.com

Telephone Numbers:

Seq	Number	Extension	Type	Unlisted Text Msg
X	1 734-762-8300		SMS-Cellular	<input type="checkbox"/>
X	2 734-762-8301		SMS-Cellular	<input type="checkbox"/>

Add a Phone if Needed → Add Phone