

Contact Preference – How To

NOTICE: We welcome you turning options on, however, be cautious about clicking them off as it may keep you from receiving important messages.

- Log into your Personal Portal
- In the left column, Click “Contact Preferences”
- Place a check beside the areas for how you would like to receive phone, email, text, and/or personal portal inbox messages

Make changes according to Contact Preferences Guidelines

- Open or Print “Contact Preference Guidelines” from:
 - www.williamstown.kyschools.us,
 - Click “District Operations”
 - Click “Automated Communication”
 - Click “Contact Preferences Guidelines”

NOTE: *IF you do not have a portal account email: tamra.mulberry@williamstown.kyschools.us*