

National Blue Ribbon School
since 2012

Dear families,

As we transition to distance learning, it is vital that we have every family's contact information for school and classroom communications.

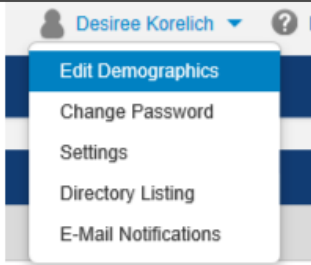
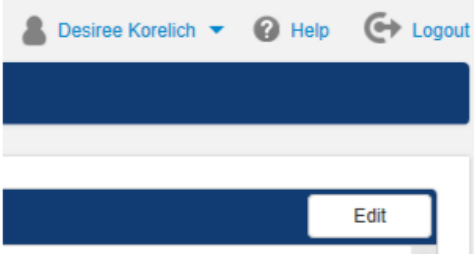

If you are not currently receiving email/text/phone alerts from the school or your child's teacher(s), please make sure your email address(es) is correct in the system (directions below). Teachers will be utilizing PlusPortals daily to communicate assignments.

If you are not already set up on PlusPortals, please contact Desiree Korelich at korelichd@icdurham.org.

If you are currently receiving all communications outlined above, please disregard this communication.

Sincerely,
Dana Corcoran, Principal

How to update your contact information in PlusPortals

1. Go to: www.plusportals.com/ics	
2. Login with your email address and username.	
3. Select your name and a drop-down menu will appear. 4. Select Edit Demographics	 <p>A screenshot of the PlusPortals user profile dropdown menu. At the top, it shows the user's name 'Desiree Korelich' with a dropdown arrow and a help icon. Below this, a menu is open with the following options: 'Edit Demographics' (highlighted in blue), 'Change Password', 'Settings', 'Directory Listing', and 'E-Mail Notifications'.</p>
5. Select the EDIT	 <p>A screenshot of the PlusPortals user profile page. At the top, it shows the user's name 'Desiree Korelich' with a dropdown arrow, a help icon, and a 'Logout' button. Below this, there is a large blue bar representing the user's profile information. At the bottom right of this bar, there is an 'Edit' button.</p>
6. Update your information	
7. Select SAVE	 <p>A screenshot of the PlusPortals 'Save' and 'Cancel' buttons. The 'Save' button is highlighted in blue, and the 'Cancel' button is in white with a blue border.</p>