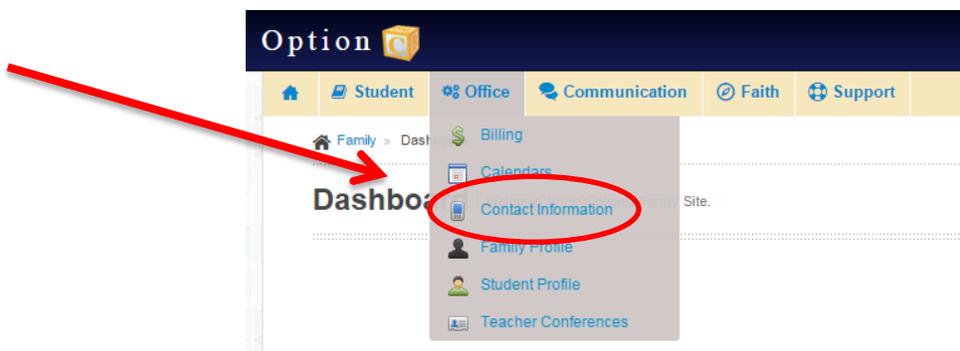




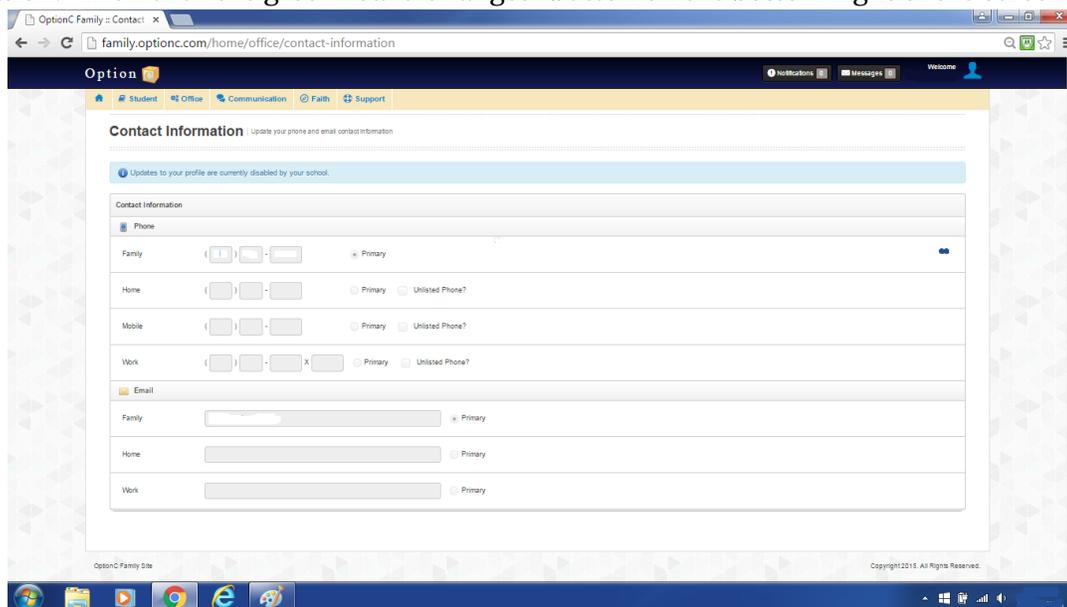
Directions for updating your contact information:

(Please note that you must update all information by **WEDNESDAY, SEPTEMBER 9th** at which time you will **no longer** be able to edit your contact information. If you do need to change any contact information as of September 9, 2020, you will need to contact the Main Office via phone 412-366-4455 or e-mail at hparker@alphaschool.org.)

1. Go to <https://www.optionc.com/corporate/home> and click on “Login” in the top right corner.
2. Where it says “Find your School” type in “3373” and click on “Providence Heights Alpha School.”
3. Type in your **Username** and **Password**. (If you are unsure what your Username and Password are please contact hparker@alphaschool.org. Please too note that you must use a **Parent’s user information** and not your child’s information.)
4. In the top Left corner click on “Office” then “Contact Information”



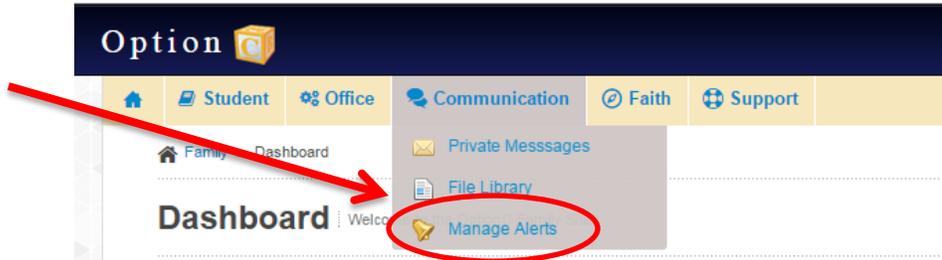
5. Please verify all preexisting phone numbers and email addresses, as well as fill in any blank information. Then click the green “Save Changes” button on the bottom right of the screen.



Directions for indicating your alert preferences:

(Please note that you can change your alert preferences at ANYTIME as this option is ALWAYS OPEN to parents.)

6. Once your profile is updated, we also need to know your preferred method of contact. To indicate your preferred method of contact, click on “Communication” on the top Left of the screen and then “Manage Alerts.”



7. Please check the boxes that you **APPROVE** to receive messages and, where appropriate, what type of message you would like. *We realize that some cell phone plans charge per text message received and we do not want you to incur those charges if you have that type of plan.*

A screenshot of the 'Manage Alerts' page. The page title is 'Manage Alerts | Manage Parent Alerts notifications from your school'. A blue notification bar states: 'Changes made on this page are saved automatically. For best possible message delivery it is advised that you select at least one of each of the voice, email and text options.' Below this is a table with the following columns: Destination, Type, Voice, Text, and Email. The table contains two rows of data, both with 'Family' as the destination and 'Family' as the type. The 'Voice' column has a checked box, and the 'Email' column has a checked box. The 'Text' column has an unchecked box.

Destination	Type	Voice	Text	Email
Family	Family	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family	Family	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**** If you have any questions on need any clarification, please do not hesitate to contact the Main Office. ****