

Many parents are logging into myPCA to update family information. Parents have the ability to contact faculty via an inbox message. Since most faculty/staff won't be in the system on a daily basis, it is recommended that you change your settings to have your inbox messages forwarded to your email and/or text.

#### **HOW TO SEND INBOX MESSAGES TO YOUR EMAIL:**

In the upper right-hand corner (under your name)

- Go to Settings
- Go to Notifications Tab
- Next to Messages, check the box to send to your email.
- You can also configure to go to your cell phone (if desired).

#### **HOW TO VIEW INBOX MESSAGES**

If you have an inbox message it will appear to the left of your name.

Click on the Messages and a separate window will open with your inbox messages.