# ClassReach Messaging System

ClassReach is our online messaging system.  Please use this to communicate with your child's teacher, to check your child's grades, and to access fieldtrip forms

1.  To access ClassReach, go to https://skoposcs.classreach.com
2.  Each parent has been set up with their own username and password.  The username has been set as "firstname.lastname", for example shaelynn.wachlin, and the password to "password".  Please log in and change your password to something more secure, as the information is personal for each student and family.
3.  To mak any changes to your profile, including changing your password and adding in your email address, click on the circle beside your name in the upper right hand corner, and select "view Profile".
4.  To change your password, use the "Change Password" button on the right side.  To add in or change your email address, click on the pencil button besides the words "System Info".

On this screen you can add your email address and a picture, if you'd like, as well.  When you add in your email, it gives you the option of having a daily summary sent, or individual messages, each time you receive something from the teacher or administration.  In this area you can also add in information on your family, under the tab with your name.

5.  In this section, you can also add in all your student's information.  If you open the tab for your child, you can add contact information (address and phone numbers) under the General tab.  The Contact tab allows you to enter Authorized Pickup and Emergency Contact information.  The Medical tab is for insurance and doctor information, and the Medications tab provides a space to enter any medication that you give permission for the school to administer to your child, as well as listing any allergies, conditions or special needs.

RETURNING FAMILIES – Please fill in any empty spots in your child's profile, that were not completed last year.

If you have any questions, please feel free to contact Mrs. Wachlin.