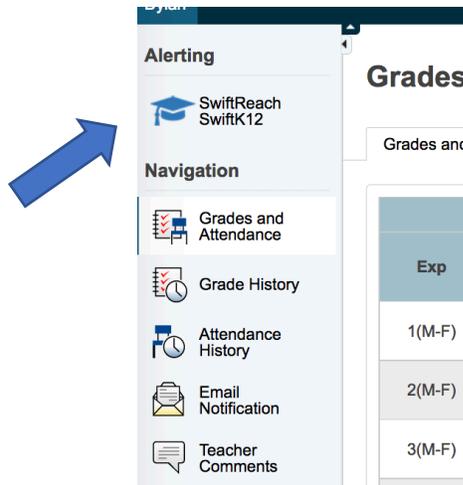
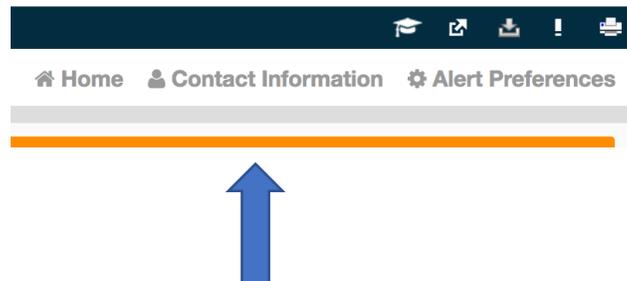


How parents can alter the contact information for the Logan School automatic alert system. (SwiftK12)

1. Log into the parents PowerSchool account.
2. In the top left corner you are looking for the SwiftReach, SwiftK12 icon. Click on it.



3. On the next screen you are looking for Contact Information in the top right. Click on it.



4. This will bring up the screen with your contact information for the automatic alert. You can change this information as you desire.
 - a. Make sure you type the phone numbers as only 10 numbers with no dashes, spaces or parentheses.
5. Push the green "SAVE CHANGES" button at the bottom when you are done.

Call Mrs. Van Laeys at 785-689-7574 if you have questions!!