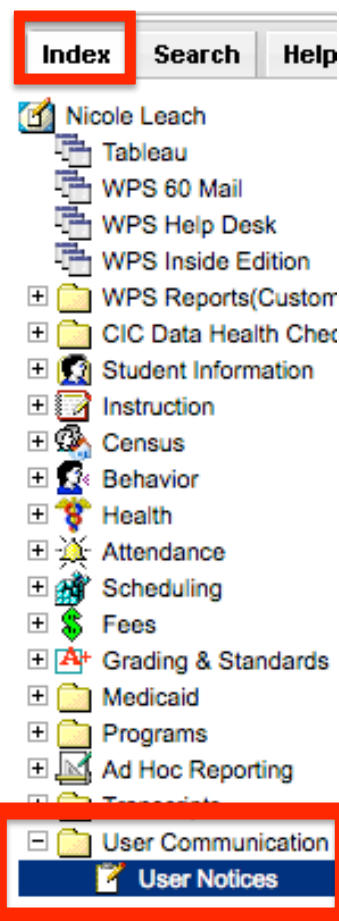


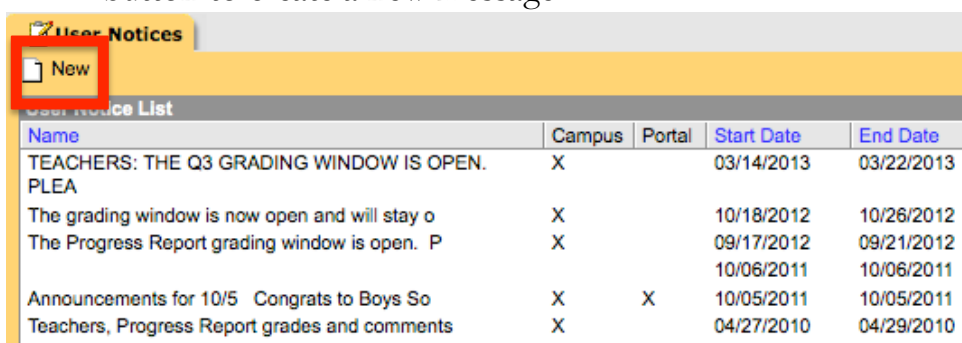
Each school has the ability to publish messages to the Portal, accessed by the parents/guardians of the students enrolled in their school. Posting messages in the Portal is an excellent communication tool, and serves as a way to encourage parents and guardians to continuously use the Portal.

## Publish to Portal

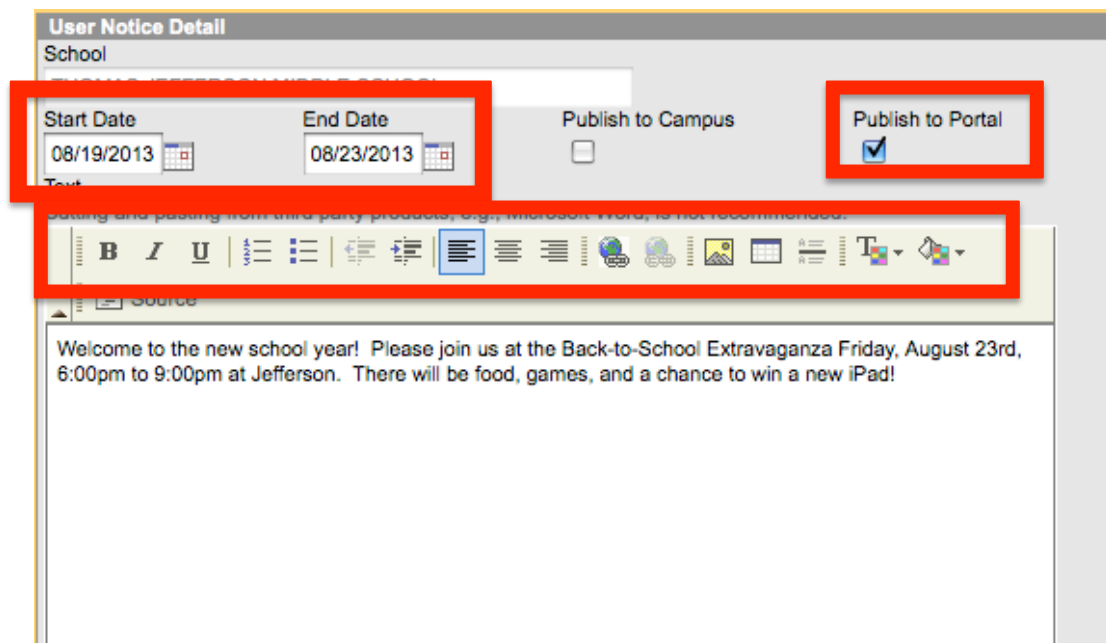
To publish a message to the Portal, first go to the Index of IC, click to expand User Communication, and then click to select User Notices.



In the User Notices tab, click the New button to create a new message.



In the User Notice Detail box, give your message a Start Date, an End Date, and be sure to check the Publish to Portal box.



In the text field, type your message. You have several formatting options available in the MS Word-like ribbon above the text field.

Be sure to click Save!

