

Setting Notifications in myRCS (for parents)

- I. Log in to myRCS (<http://myrcs.rochester.k12.mi.us>) using your district provided myRCS username and password. Your myRCS username starts with 1000****.
 - A. Click on the Student Information tab.
 - B. Select the child for whom you would like to receive notifications.
 - C. Click on the Notifications link.
 - D. Select the notifications you would like to receive.
 - E. Click Save Data to send your requests to the district.

The screenshot shows the myRCS interface. At the top, there is a navigation bar with links: Account, Building Calendars, Links, Reports, Dashboard, and Logout. Below this is a sub-navigation bar with tabs: My RCS, Student Information, and myRCS Dashboard. A 'Child' dropdown menu is visible. The main content area shows student information for Rochester High School, including nickname, grade, student ID, gender, home phone, birthdate, age, homeroom, teacher, counselor, locker, and lunch balance. A 'Notifications' link is highlighted. The 'NOTIFICATIONS' section contains three checkboxes: 'Grade Update (Secondary Only)', 'Low Grades (Secondary Only)', and 'Low Lunch Balance', all of which are checked. A 'Save Data' button is at the bottom, and a 'Print' button is next to the 'NOTIFICATIONS' heading.

Please note: Notifications are sent out according to the following schedule:

- Grade Updates – Every Thursday
- Low Grades – Every Tuesday, only if your child has a course grade of C- or lower
- Low Lunch Balance – Every Monday and Wednesday only when your child's lunch balance falls below \$3.00