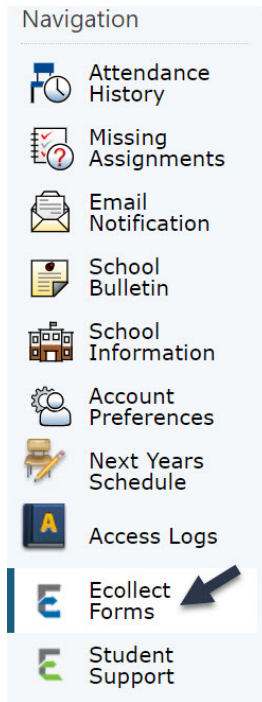


## How to Enable Ecollect Notifications

To receive notification emails on the status of your form, you will want to enable Parent Notification. You can add multiple emails if needed.

**Step 1:** Log into PowerSchool

**Step2:** Click on Ecollect Forms on the left side Navigation bar.



**Step 3:** Click on Ecollect Preferences

Form Listing for Parker, Peter Spiderman

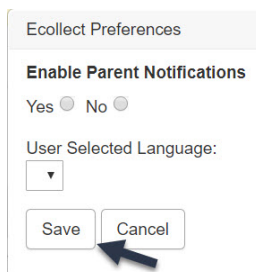
Ecollect

Your Ecollect preferences haven't been configured.

To configure if and how you'll receive notifications for Ecollect forms, please use the button below to set your preferences.

Ecollect Preferences

**Step 4:** Select Yes to enable Parent Notification and hit Save.

A screenshot of the "Ecollect Preferences" form. The form has a title bar "Ecollect Preferences" and a section titled "Enable Parent Notifications". Under this section, there are two radio buttons: "Yes" and "No". The "Yes" radio button is selected. Below the radio buttons, there is a label "User Selected Language:" followed by a dropdown menu. At the bottom of the form, there are two buttons: "Save" and "Cancel". A black arrow points to the "Save" button.

**Step 5:** Enter in your email(s) you wish to use for Ecollect notifications. You can add multiple emails using a comma between each email.

#### Ecollect Preferences

#### Enable Parent Notifications

Yes  No

#### Notification Email

*To add more than one email address,  
separate by commas; e.g.  
"janedoe@mail.com,billdoe@mail.com"*

User Selected Language:

Save

Cancel

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