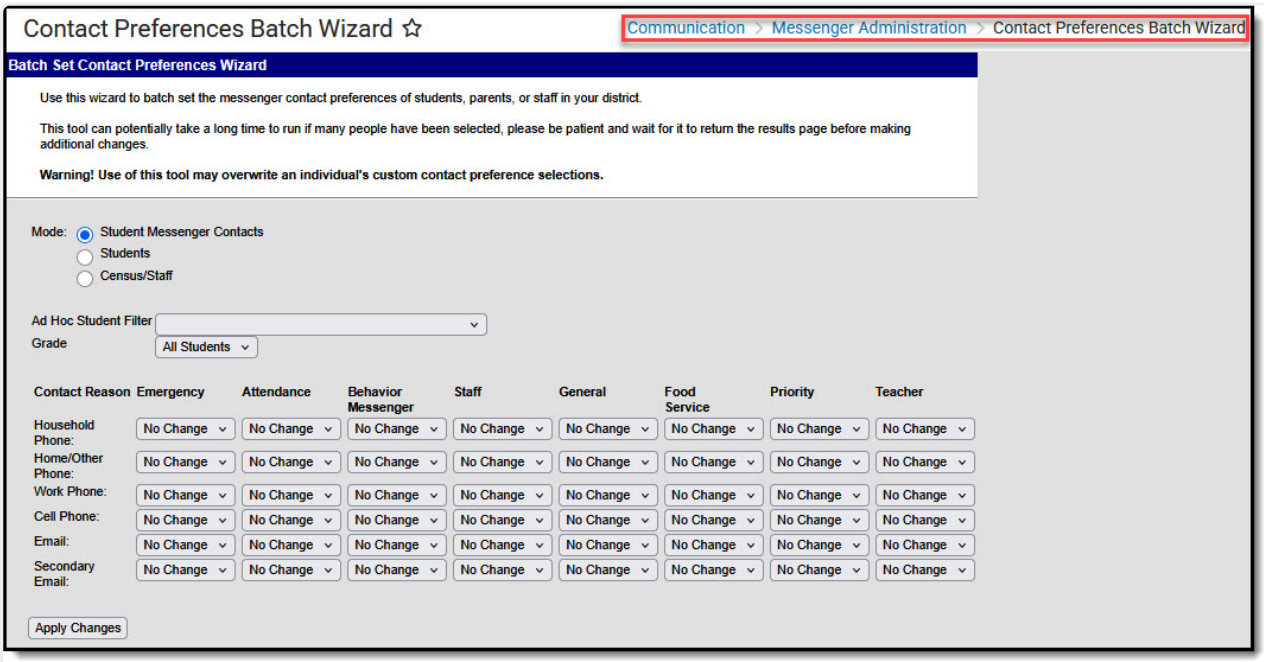
Contact Preferences Batch Wizard Tool Rights

Last Modified on 07/23/2025 4:27 pm CDT

Administrators can use the Contact Preferences Batch Wizard to mass-update messenger contact preferences for students, parents, and staff. This tool overwrites existing selections on the Demographics tab that determine where/how different types of messages will be sent to the selected persons.

See the Contact Preferences Batch Wizard article to learn how to use this tool.



Contact Preferences Batch Wizard

Available Tool Rights

R	W	A	D
View tool.	Full access to modify contact preferences.	N/A	N/A

Suggested User Groups

Few users should need access to this tool. It does not add or remove data, but it mass changes contact preferences that may have already been set or selected via the Portal.

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