



ParentSquare

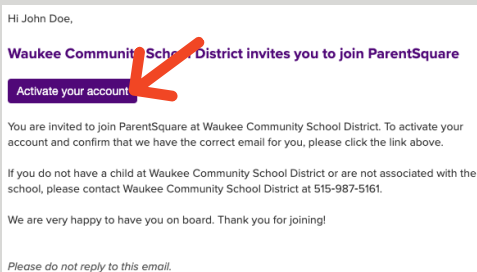
Account Setup & Preference Settings

3 WAYS TO SET UP YOUR PARENTSQUARE ACCOUNT - CHOOSE ONE BELOW



Email

- Click on the **Activate your account** button in the email



- You will be prompted to create a password to set up your account.

- 1 - **Confirm** and verify email
- 2 - **Confirm** and verify phone number
- 3 - **Confirm** your student(s)
- 4 - Finally, click **Yes, This is Me**



Web Browser

- Visit the following website:
www.parentsquare.com/signin

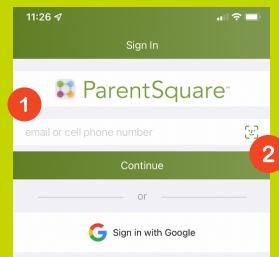
- Enter the **email** or **phone** you have on record with the district and click **Go**
- You will be prompted to create a password to set up your account.

- 1 - **Confirm** and verify email
- 2 - **Confirm** and verify phone number
- 3 - **Confirm** your student(s)
- 4 - Finally, click **Yes, This is Me**



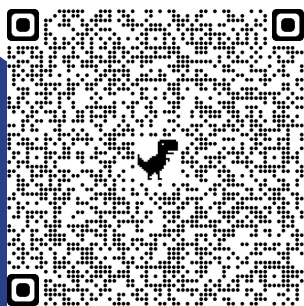
Cell Phone App

- You will download the **app** on **Google Play** or the **App Store** using the **QR** codes below



- Enter the **email** or **phone** you have on record with the district and click **Continue**
- You will be prompted to create a password to set up your account.

- 1 - **Confirm** and verify email
- 2 - **Confirm** and verify phone number
- 3 - **Confirm** your student(s)
- 4 - Finally, click **Yes, This is Me**



More information can be found on our website:

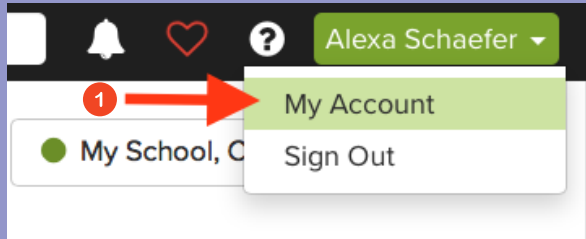


CHOOSE AND UPDATE YOUR PREFERENCE SETTINGS

Access Your Account

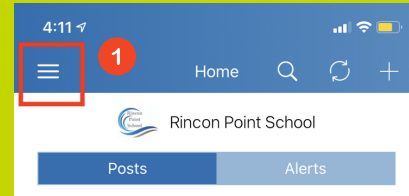
Web Browser

1 - Once signed into ParentSquare, click your name at the top right and click on **My Account**

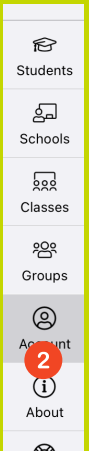


Cell Phone App

1 - From the app, click on the three bars in the top left corner.



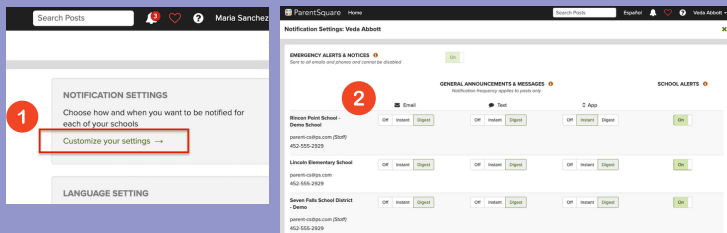
2 - Then click on the **Account** option on the left-side menu bar.



Notification Settings

Web Browser

1 - Under **Notification Setting**, click the option to **Customize your settings**.



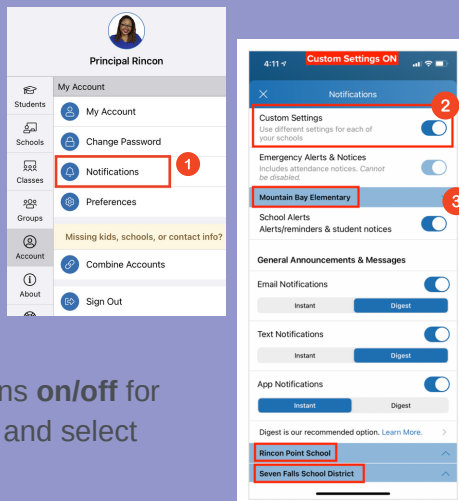
2 - You're able to change your notification settings for **Email**, **Text**, or the **App** by turning them to **Digest**, **Instant**, or **Off**.

Cell Phone App

1 - Select **Notifications** from the **My Account** menu.

2 - You can have **custom settings** for each school building.

3 - Toggle notifications **on/off** for **Email**, **Text**, or **App** and select **Digest** or **Instant**.

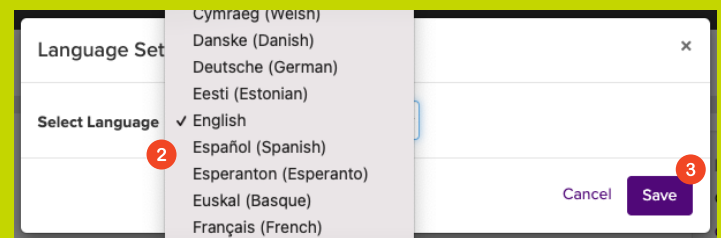


Language Settings

Web Browser

1 - Under **Language Setting**, click on **Change this**.

2 - Select a language from the drop-down list and click **Save**.



Cell Phone App

1 - Select **Preferences** from the **My Account** menu.

2 - Select **Language Setting** from the **Preferences** menu.

3 - Select the preferred language from the drop-down list, and then exit this menu option.

