



HELPFUL INFORMATION ON THE FOLLOWING:



ParentSquare



PowerSchool

Powering Brighter Futures

HAVE MORE QUESTIONS? CONTACT US:

PowerSchool: pam.baker@whitko.org

ParentSquare and other questions: justin.rose@whitko.org



ParentSquare

1:

**SCAN THE QR
CODE TO GET THE
APP!**



OR

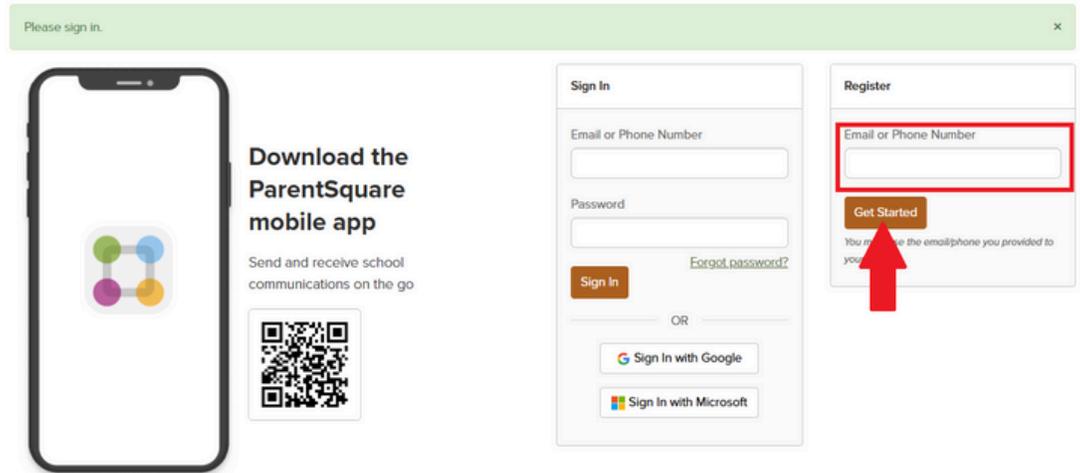
2:

**GO TO
PARENTSQUARE.COM/SIGNIN**

A screenshot of the ParentSquare web sign-in page. At the top, a green banner says "Please sign in." Below this, there are two main sections. On the left, a smartphone displays the ParentSquare app icon, with text that says "Download the ParentSquare mobile app" and "Send and receive school communications on the go", accompanied by a QR code. On the right, there are two forms: "Sign In" and "Register". The "Sign In" form has fields for "Email or Phone Number" and "Password", a "Sign In" button, and a "Forgot password?" link. Below these are "Sign In with Google" and "Sign In with Microsoft" buttons. The "Register" form has an "Email or Phone Number" field and a "Get Started" button. A note below the register button says "You must use the email/phone you provided to your school".



ParentSquare



GET STARTED BY ENTERING YOUR EMAIL OR PHONE NUMBER YOU PROVIDED TO THE SCHOOL

ONCE ENTERED, FOLLOW THE PROMPTS TO FINISH THE PROCESS

NOTE: AFTER YOU ARE ADDED TO PARENTSQUARE BY YOUR SCHOOL, YOU WILL RECIEVE SCHOOL COMMUNICATIONS EVEN IF YOU HAVE NOT REGISTERED YOUR ACCOUNT. HOWEVER, YOU WILL NEED TO REGISTER YOUR ACCOUNT IN ORDER TO PARTICIPATE IN TWO-WAY COMMUNICATION AND TO ACCESS ANY CONFIDENTIAL STUDENT-SPECIFIC DOCUMENTS OR FORMS.



ParentSquare

HOW TO CHANGE OR STOP NOTIFICATIONS:

THE INSTANT SETTING WILL SEND ALL POST NOTIFICATIONS IN REAL-TIME

THE DIGEST SETTING WILL SEND ALL POSTS FOR THE DAY IN ONE SINGLE DIGEST AT THE END OF THE DAY (RECOMMENDED)

DIRECT MESSAGES, ALERTS AND TIME-SENSITIVE POSTS WILL BE DELIVERED INSTANTLY. YOU CAN ALSO CHOOSE TO TURN OFF NOTIFICATIONS (EXCLUDING EMERGENCY ALERTS AND NOTICES)

My Account

The screenshot shows the 'My Account' settings page. On the left is a navigation menu with categories: My Account (My Account, Edit Account, Security, Remove Account), SETTINGS (Roles & Permissions, Notification Settings, Language Settings, Office Hours), and ACTIVITY (Posts, Archived Posts, Scheduled & Draft Posts, Groups, Volunteer Hours). The 'Notification Settings' page is open, showing a sidebar with 'URGENT ALERTS & NOTICES' (On), 'GENERAL ANNOUNCEMENTS & MESSAGES' (Notification frequency applies to posts only), and 'SCHOOL ALERTS'. The main content area is for 'Whitko Community Schools' and includes three columns for 'Email', 'Text', and 'App'. Each column has 'Off', 'Instant', and 'Digest' options. The 'Text' and 'App' columns are currently set to 'On'. A footer note states: 'By enabling text messaging, you will receive alerts, codes and updates. Message and data rates may apply. Message frequency varies. Reply HELP for Help or STOP to opt out. SMS Terms of Service'.

WHAT TO DO:

IF YOU ARE USING THE WEB BROWSER: ON YOUR HOME PAGE, CLICK YOUR NAME, SELECT "MY ACCOUNT", THEN "NOTIFICATION SETTINGS"

IF YOU ARE USING THE APP: FROM YOUR HOME SCREEN, CLICK THE TRIPLE BAR IN THE TOP LEFT CORNER. CLICK ON "ACCOUNT", THEN "NOTIFICATIONS"



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**ALREADY HAVE AN ACCOUNT?
SIGN IN WITH YOUR CREDENTIALS**

**HAVEN'T SET UP AN ACCOUNT YET?
FOLLOW THESE STEPS:**

1 ● ●

**GO TO:
HTTPS://WHITKO.POWERSCHOOL.COM/PUBLIC/**

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Student and Parent Sign In

Sign In Create Account

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

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**SELECT THE "CREATE ACCOUNT" TAB AND THEN SELECT
"CREATE ACCOUNT" AT THE BOTTOM RIGHT**



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2:

FILL OUT THE APPROPRIATE FIELDS

 PowerSchool SIS

Create Parent Account

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Re-enter Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/> <input type="password"/>
Re-enter Password	<input type="password"/>

Password must: •Be at least 8 characters long •Not be a well known password

NOTE: THE PASSWORD YOU CHOOSE MUST BE AT LEAST 8 CHARACTERS LONG. THE EMAIL ADDRESS YOU PROVIDE IS USED TO SEND YOU SELECT INFORMATION FROM THE PORTAL, AS WELL AS ACCOUNT RECOVERY NOTICES AND ACCOUNT CHANGE CONFIRMATIONS



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**AFTER FINISHING “PARENT ACCOUNT DETAILS”,
SCROLL DOWN TO FILL OUT THE “LINK STUDENTS
TO ACCOUNT” SECTION**

Link Students to Account

Enter the Access ID and Access Password for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

2

Student Name

Access ID

Access Password

3

Student Name

Access ID

Access Password

**ONCE FINISHED FILLING IN STUDENT INFORMATION,
SCROLL DOWN AND HIT “ENTER”**

**NOTE: ACCESS ID AND ACCESS PASSWORD WILL BE PROVIDED BY THE
SCHOOL.**