



HELPFUL INFORMATION ON THE FOLLOWING:



ParentSquare



PowerSchool

Powering Brighter Futures

HAVE MORE QUESTIONS? CONTACT US:

PowerSchool: laketon.pfeiffer@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**

Please sign in. x



**Download the
ParentSquare
mobile app**

Send and receive school
communications on the go



Sign In

Email or Phone Number

Password

[Forgot password?](#)

Sign In

OR

 Sign In with Google

 Sign In with Microsoft

Register

Email or Phone Number

Get Started

You must use the email/phone you provided to
your school



ParentSquare

3:

A screenshot of the ParentSquare web interface. On the left, there's a section for downloading the mobile app, showing a smartphone with the app icon and a QR code. The main area has two panels: 'Sign In' and 'Register'. The 'Sign In' panel has fields for 'Email or Phone Number' and 'Password', a 'Sign In' button, and links for 'Forgot password?' and social login options (Google, Microsoft). The 'Register' panel has a red-bordered field for 'Email or Phone Number', a 'Get Started' button, and a note about using the email/phone provided to the school. A red arrow points to the 'Get Started' button.

**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
RECEIVE 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' page in the ParentSquare app. On the left is a sidebar menu with sections: 'My Account' (containing 'My Account', 'Edit Account', 'Security', 'Remove Account'), 'SETTINGS' (containing 'Roles & Permissions', 'Notification Settings' which is highlighted with a blue bar and a right arrow, 'Language Settings' (English), 'Office Hours' (Enabled)), and 'ACTIVITY' (containing 'Posts', 'Archived Posts', 'Scheduled & Draft Posts', 'Groups', 'Volunteer Hours'). The main content area is titled 'Notification Settings: [redacted]' and has a close button (X) in the top right. It features a toggle for 'URGENT ALERTS & NOTICES' which is turned 'On'. Below this is a section for 'GENERAL ANNOUNCEMENTS & MESSAGES' with a note that 'Notification frequency applies to posts only'. This section has three columns for 'Email', 'Text', and 'App' notifications. Under 'Email', there is a row for 'Whitko Community Schools' with buttons for 'Off', 'Instant', and 'Digest'. The 'Text' and 'App' columns also have similar rows, though the 'App' column has an 'On' toggle instead of buttons. 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"



**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/](https://whitko.powerschool.com/public/)**

Learn more.' At the bottom right of this section is a blue button labeled '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	
Last Name	
Email	
Re-enter Email	
Desired Username	
Password	
Re-enter 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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3:

**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.**