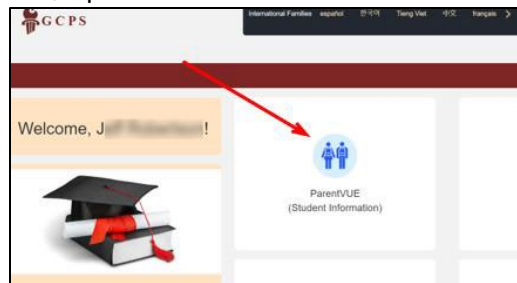


There are three options for activating your account.

Option 1:

Parents with a Parent Portal account can activate via Parent Portal.

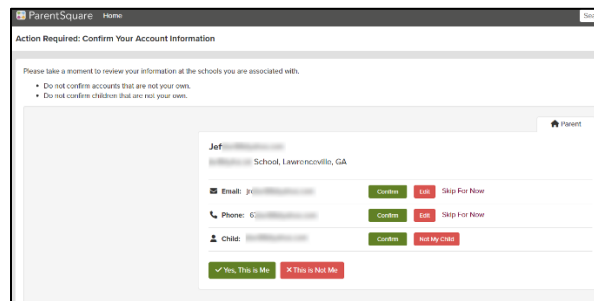
1. Once logged into the Parent Portal, open ParentVUE.



2. Once ParentVUE has opened, select the *ParentSquare* tab in the left-hand toolbar and select *Open ParentSquare*.



3. When you click on the *Open ParentSquare* link the first time, you will receive a message to confirm your account.



Option 2:

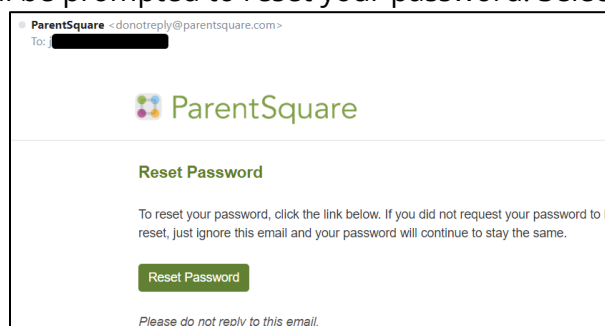
Parents with a Parent Portal account can activate via ParentSquare directly.

1. Parents can go directly to ParentSquare.com (or via the app) and enter a phone number or email address. If an email address is entered, the following message will appear.

An email has been sent with password reset instructions. Remember to check your spam folder too.

If you don't receive the email, it is likely that your email is not in our system or not being sent to ParentSquare from your school. Please contact your school to add this email.

2. Within the email, you will be prompted to reset your password. Select the *Reset Password* button.



3. Enter your desired password and select *Update Password*.

Please note: Parents will not receive an email from ParentSquare if the email address they entered is not the same address they use for the Parent Portal at the time of Online Registration. You will need to contact your local school to update the email address they have on record. Any changes will appear in ParentSquare the next day.

Option 3:

Parents without a Parent Portal account can activate via ParentSquare directly.

1. Parents can go directly to ParentSquare.com (or via the app) and enter a phone number or email address. If an email address is entered, the following message will appear.

An email has been sent with password reset instructions. Remember to check your spam folder too. x

If you don't receive the email, it is likely that your email is not in our system or not being sent to ParentSquare from your school. Please contact your school to add this email.

2. If the email address is a valid email address loaded into ParentSquare from our student information system, you will receive the following email.

3. Within the email, select the *Activate your account* button. A new window will open for you to create a new account.

Please note: Parents will not receive an email from ParentSquare if the email address they entered is not the same address they use for the Parent Portal at the time of Online Registration. You will need to contact your local school to update the email address they have on record. Any changes will appear in ParentSquare the next day.