

## VERIFYING YOUR CONTACT INFORMATION USING PARENTSQUARE MOBILE APP

### WHAT IS PARENTSQUARE?

Aeries Communications, also known as ParentSquare, is how we communicate with our families

### WHAT YOU WILL NEED

- Access to a smart phone or tablet
- Your password to ParentSquare
- Access to your email you used to sign up with the ParentSquare
- Access to your text messages

### WHAT YOU WILL NEED TO DO

- Sign in to ParentSquare mobile app
- The first time you log in with our new security, you will need to confirm three things:
  - Your email address, phone number, and child(ren) associated to you
- If you'd like to use the app, click [here to see how to download ParentSquare and update the mobile app](#)
  - If using the app, **update your iOS or Android ParentSquare mobile app to the latest version.** Some features may not work on older versions

### ***CONFIRM USING PARENTSQUARE MOBILE APP***

1. Open the app and log into your main ParentSquare account.
2. If you have unverified contact information, you will see one or more contact cards under, "Action Required" and "Confirm Your Account Info"

3. Tap **arrow** to right of Email and Phone to confirm or edit.

Close Action Required

Confirm your Account Info

Please take a moment to review your information at the schools you are associated with. In case of any errors, please contact your school directly.

- Do not confirm accounts that are not your own.
- Do not confirm children who are not your own.

Parent

Email  
[Blurred]@email.com  
Unverified

Phone  
[Blurred]  
Unverified

Child  
[Blurred]  
Unconfirmed

✓ Yes, This is Me ✗ This is Not Me

4. Select **Confirm, Edit** or **Skip For Now**. Repeat for phone number.

< Back [Blurred]@email.com

Confirm >

Edit >

Skip For Now

- a. **Verify Email or Phone: Tap Confirm.**
  - i. A verification code will be sent to the email or phone number. Enter verification code to confirm. The code will be valid for 10 minutes.

- b. **Correction to Email or Phone:**
    - i. Tap **Edit** and enter correct email and/or phone number. A verification code will be sent to your corrected email or phone number. Enter verification code to confirm.
  - c. **Skip For Now:** You will be able to verify or correct your contact information the next time you sign in. (You'll continue to receive notifications.)
- 5. Confirm Child(ren): Select **Confirm** or **Not My Child** for each child.
- 6. Tap **Yes, this is me** or **This is Not Me**.
- 7. If you select **Skip For Now** on any information on a contact card, you will not see the choice, "Yes, This is Me", and must select **Skip For Now** or **This is Not Me**.