

VERIFYING YOUR CONTACT INFORMATION USING PARENTSQUARE THROUGH A WEB BROWSER

WHAT IS PARENTSQUARE?

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

WHAT YOU WILL NEED

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

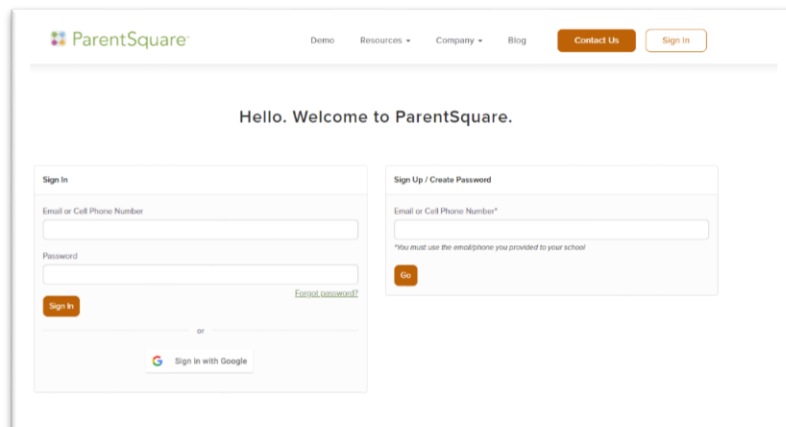
WHAT YOU WILL NEED TO DO

- Sign in to ParentSquare on a web browser.
- 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

CONFIRM USING WEB BROWSER

1. Click [here to go to ParentSquare's website](#).
2. Log into your main ParentSquare Account or sign up for a new one using the email or phone number we have on record

***** If you are unsure of the email or phone number, contact your child's school*****

The image is a screenshot of the ParentSquare website's login and sign-up interface. At the top, the ParentSquare logo is on the left, and navigation links for 'Demo', 'Resources', 'Company', and 'Blog' are in the center. On the right, there are 'Contact Us' and 'Sign In' buttons. Below the navigation bar, a welcome message 'Hello. Welcome to ParentSquare.' is displayed. The main content area is divided into two columns. The left column is titled 'Sign In' and contains a 'Sign In' sub-header, a text input field for 'Email or Cell Phone Number', a text input field for 'Password', a 'Sign In' button, and a 'Forgot password?' link. Below this, there is an 'or' separator and a 'Sign in with Google' button. The right column is titled 'Sign Up / Create Password' and contains a 'Sign Up / Create Password' sub-header, a text input field for 'Email or Cell Phone Number*', a note '*You must use the email/phone you provided to your school', and a 'Go' button.

3. If you have unverified contact information, you will see one or more contact cards under, "Action Required: Confirm Your Account Information".

ParentSquare Home

Action Required: Confirm Your Account Information

Please take a moment to review your information at the schools you are associated with.

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

Parent

Email: [Redacted] Confirm Edit Skip For Now

Phone: [Redacted] Confirm Edit Skip For Now

Child: [Redacted] Confirm Not My Child

Yes, This is Me This is Not Me

Staff

Email: [Redacted] Confirm Edit Skip For Now

Phone: [Redacted] Confirm Edit Skip For Now

Yes, This is Me This is Not Me

- a. Confirm Email and/or Phone.
- i. You have the option to confirm, edit or skip:
- Confirm** Email or Phone:
 - 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.
 - A box will pop up asking for the code
Enter the code that was sent to your email/phone and click Confirm

Email Verification Code Sent

We've sent a verification code to [Redacted]. Please enter the code below to confirm this email address.

[Redacted] Resend Code

Cancel Confirm

2. **Edit Email or Phone:**
 - a. Correct your email and/or phone number. A verification code will be sent to your corrected email or phone number. Enter verification code to confirm.
3. **Skip For Now:**
 - a. You will be able to verify or correct your contact information the next time you sign in. (You'll continue to receive notifications.)
- b. Confirm Child(ren).
 - i. Click **Confirm** or **Not My Child** for each child.
- c. If you're a TUSD Staff member, you'll confirm your name and school affiliations.
 - i. Click **Yes, this is me** or **This is Not Me**.
- d. If you clicked **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**.

The screenshot shows a contact card for Janet Goodman at Thomas Jefferson Elementary, Mountain Bay, CA. The card is viewed from a 'Parent' perspective. It contains three rows of information, each with action buttons:

- Email:** janetgoodman@email.com. Buttons: Confirm (green), Edit (red), and Skipped (red, highlighted with a red box).
- Phone:** 564-555-2679. Buttons: Confirm (green), Edit (red), and Skip For Now (red).
- Child:** Ryan Goodman. Buttons: Confirm (green) and Not My Child (red).

At the bottom of the card, there are two buttons: Skip For Now (green, highlighted with a red box) and This is Not Me (red, with a red 'X' icon).