

PARENTSQUARE ACCOUNT SET UP

PURPOSE

Set up your ParentSquare account in five steps.

MATERIALS & INFORMATION NEEDED

- Be a UHS student, UCSD parent, UCSD staff
- Computer and/or mobile device
- ParentSquare invitation email/text or visit [login](#)

STEPS FOR COMPLETION

Step 1: Activate Your Account

- Click the 'Activate your account' button/link in the email (or text).
- Create a New Account (enter a password) and click 'Register.'
- Note: If you have a child(ren) who attends school in a neighboring district that already uses ParentSquare, do not combine accounts. You'll have two separate apps: the neighboring district's ParentSquare app and the Urbandale ParentSquare app.

Step 2: Confirm Your Account Information

- Review your contact information (email and/or phone) and confirm the student(s) listed is correct by clicking 'Confirm.' (Note: UHS students will click 'Yes this is me.')
- Parents will click, 'Yes, Merge This Contact' so you are connected to your student's school(s).
- If you see a screen titled, 'Combine with Another Account'; click 'Keep Separate.'

Step 3: Download App & Verify Information

- Search for 'Urbandale' in the App Store or Google Play & download the Urbandale app.
- Open the app and click the silhouette of the person in the upper right corner.
- Enter your email or cell number (cell not available for UHS students), or sign in with Google, Microsoft, or ClassLink.
- If prompted to verify your personal information, review & select the 'X' in the upper left corner.
- Click on the three stacked lines/menu in the upper left corner of the app. (Note: In a browser, click on your name in the upper right corner and 'My Account.')
- Select 'Students' and 'Schools' to confirm your student(s) and school(s) are correct.

URBANDALE

Step 4: Set Your Notifications

- Click on the three stacked lines/menu in the upper left corner of the app.
- Click 'Account' and 'Notifications.' This is where you'll set your preferences for receiving notifications. If you'd like to customize your notification settings by school, you can enable 'Custom Settings.'
- You will receive news and updates (called 'Posts') from your school(s) and the district (and eventually from your teachers and coaches when Phase 2 begins this fall). Posts can be received as an email, text, and/or app notification. They can be received instantly (as soon as they are sent) or as a 'digest' which means you'll receive a summary of each day's communications at 6:00 p.m. You can enable/disable notifications by modality (email/text/app) and set your desired time to receive notifications (instant or digest). These settings only apply to 'Posts.' (Note: UHS students will not receive text notifications as student cell numbers are not included in PowerSchool.)
- ****IMPORTANT**** Please keep 'School Alerts' enabled (turned on) if you would like to receive inclement weather and other time-sensitive notifications. If this is disabled (turned off) you will not receive these important notifications.

Step 5: Set Your Preferences

- Click on the three stacked lines/menu in the upper left corner of the app.
- Click 'Account' and 'Preferences.' (Note: Titled 'Language Settings' on a browser.) This is where you'll set your language preferences among other app preferences.

IMPORTANT NOTES

- ParentSquare automatically syncs with PowerSchool data on a nightly basis. If you need to update your contact information and/or your student(s) and connected schools, please contact your school's main office; staff should contact Human Resources. These edits will be made in PowerSchool and imported into ParentSquare during the next nightly sync.
- Please keep 'School Alerts' enabled (turned on) if you would like to receive inclement weather and other time-sensitive notifications. If this is disabled (turned off) you will not receive these important notifications.
- If you have questions or need help with ParentSquare, complete our [UCSD ParentSquare Help form](#).
- Once you activate your account, you'll also have access to the [ParentSquare Help Library](#).