

# STANDARD WORK

## Activate Your ParentSquare Account

### PURPOSE

Activating your ParentSquare account via a browser. Download the mobile app and login on the app.

### MATERIALS & INFORMATION NEEDED

- Internet browser
- ParentSquare Invite Email/Text
- Email/phone number on file with UCSD

### STEPS FOR COMPLETION

#### Step 1: Activate account through email invite

From your email, click the button, "Activate your account." Ensure this link opens in a browser.

#### Email invitation example:

##### UCSD invites you to join ParentSquare

Activate your account

Urbandale Community School District invites you to activate your Urbandale CSD ParentSquare account. To activate your account and confirm we have the correct email for you, please click the link above.

You will need to activate your account in a browser (e.g. Chrome). Once activated, you can download the app by searching 'Urbandale' in the App Store/Google Play and login on the app. To learn more about using ParentSquare, please visit our [Urbandale ParentSquare page](#).

If you do not have a child at Urbandale Community School District or are not associated with the school district, please contact UCSD at [communications@urbandaleschools.com](mailto:communications@urbandaleschools.com).

We are very happy to have you on board. Thank you for activating your account!

*Please do not reply to this email.*

#### Step 2: Activate account through text invite

From your text message, click the Register link.

**Text invitation example:** Ensure this link opens in a browser.

Katietest: Join Urbandale CSD at Valerius Elementary School

Register: <https://psqr.io/plEISssYFE>

Opt-Out: [https://psqr.io/FTnlmE\\_LWJ](https://psqr.io/FTnlmE_LWJ)

#### Step 3: Register via email or phone number

- Confirm the first name, last name, and email are correct
- Create a secure password and click 'register'

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## Browser and mobile invitation example:

The image shows two side-by-side screenshots of the ParentsSquare account creation process. The left screenshot is a desktop browser view, and the right is a mobile app view. Both screens display the question: "Do you have another parent or guest account in ParentsSquare?" with the subtext "You can sign in and merge your accounts". Below this, there is an "OR" separator and a "Create a New Account" section. The desktop form includes fields for Name (with "Katie" and "test" as separate inputs), Email (katieestest6@gmail.com), Password, and Confirm Password. A "Register" button is at the bottom. The mobile app view is a smaller version of the same form, with a dark header showing the time (9:54) and location (Urbandale). The mobile app also has a "Register" button at the bottom.

## Step 4: Set up your account

- Upon login for the first time you will be prompted to review your contact information (email and/or phone) and confirm the student(s) listed is correct by clicking 'Confirm'
- UHS students will click 'Yes this is me'

### Browser and mobile example:

#### Action Required: Confirm Your Account Information

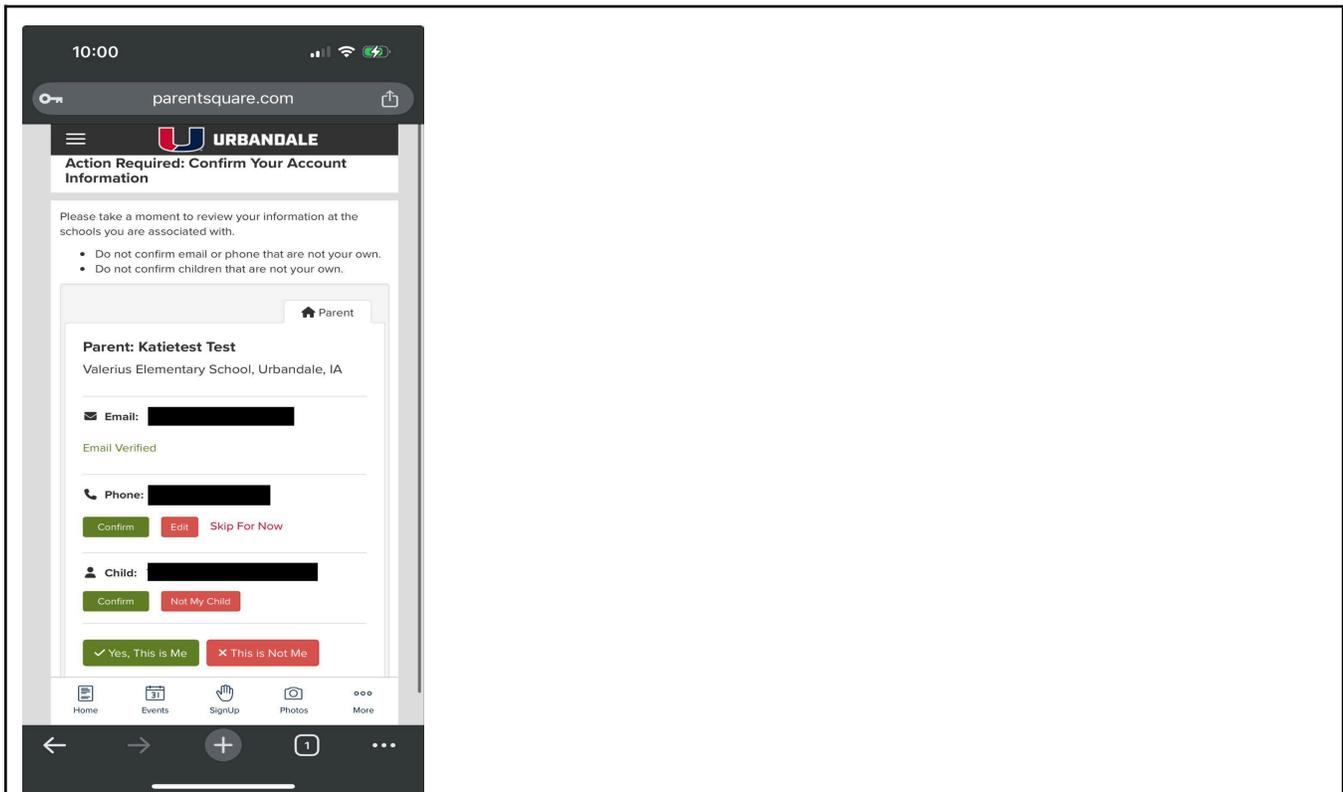
Please take a moment to review your information at the schools you are associated with.

- Do not confirm email or phone that are not your own.
- Do not confirm children that are not your own.

The screenshot shows a web page titled "Parent: Katieest Test" for "Valerius Elementary School, Urbandale, IA". It features a "Parent" tab in the top right. The main content area has three rows of information for confirmation: "Email" (with a "Confirm" button and "Email Verified" status), "Phone" (with "Confirm", "Edit", and "Skip For Now" buttons), and "Child" (with "Confirm" and "Not My Child" buttons). At the bottom, there are two buttons: "Yes, This is Me" and "No, This is Not Me".



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**If you have a parent account and a staff account in ParentSquare, please read the following:**

- Parent and Staff accounts are kept separate and can be toggled between using the 'Account Switcher' feature
- Users will remain signed into the account with the highest permissions (e.g. staff) and can use the 'Account Switcher' to sign into another account (e.g. parent)

**Step 5: Set your preferences/notifications: Computer Browser**

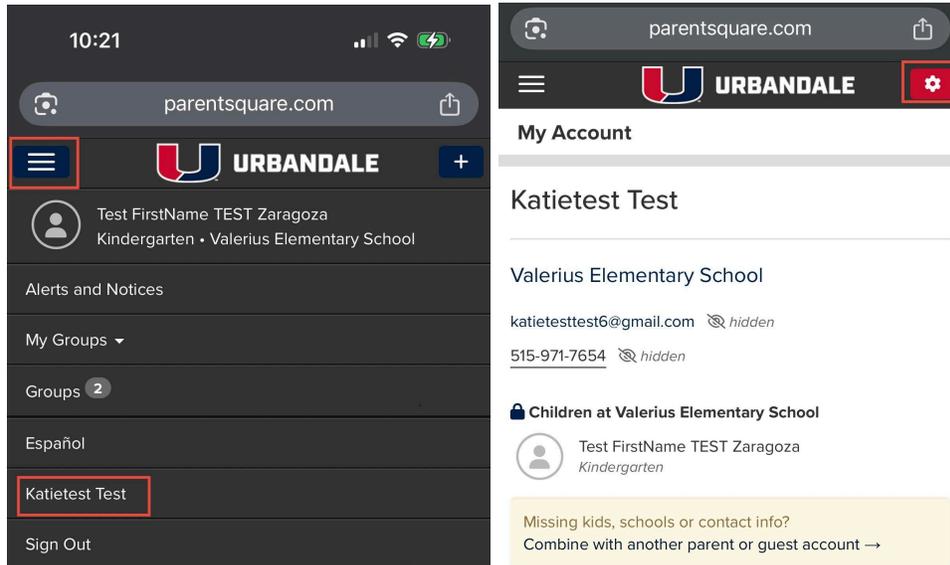
- Click **[Your Name]** in the upper right corner and then click 'Manage Account'
- You will find the following settings to update:
  - Contact Info: submit request to update email or phone number
  - Account: Upload a picture and bio
  - Security: See activate sessions, log out of sessions, reset password
  - Notification settings: Instant (immediate notifications about posts) or Digest (a summary of posts at 6:00PM)  
**School Alerts should always stay ON\*\***
  - Language settings: Update main language



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## Step 6: Set your preferences/notifications: Mobile Browser

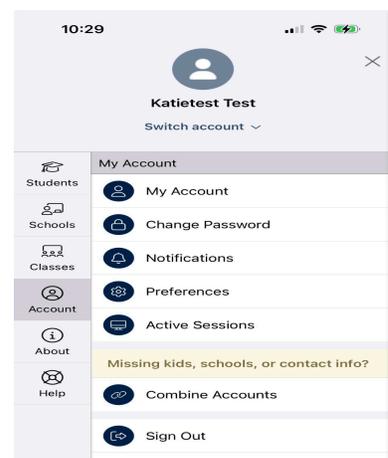
- Click the menu in the upper left corner and then click [Your Name] then click the 'Settings' Icon



- You will find the following settings to update:
  - Contact Info: submit request to update email or phone number
  - Account: Upload a picture and bio
  - Security: See activate sessions, log out of sessions, reset password
  - Notification settings: Instant (immediate notifications about posts) or Digest (a summary of posts at 6:00PM) **School Alerts should always stay ON\*\***
  - Language settings: Update main language

## Step 7: Download App (optional)

- Search for 'Urbandale' in the App Store or Google Play & download the Urbandale app, powered by ParentSquare
- 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 and then select the 'X' in the upper left corner
- Click the menu in the upper left menu and find the option for account where you can set your app preferences



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## IMPORTANT NOTES

- Your child(ren)'s school/district has your email and/or phone number in their records and they will initiate the setup process with you. They will send you an invitation email and/or text with a link to activate your ParentSquare account.
- **\*\*IMPORTANT\*\*** Please keep 'School Alerts' enabled (turned on) If this is disabled (turned off) you will not receive important notifications about school closures, etc.
- 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.
- 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](#).

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