PARENTSQUARE ACCOUNT SET UP

PURPOSE

Set up your ParentSquare account in five steps.
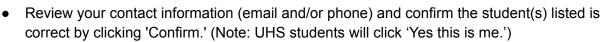
MATERIALS & INFORMATION NEEDED

- 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.'

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,' you're welcome to review this doc that outlines how to set up your account based on various scenarios depending on roles (e.g. UCSD staff member with children in the District, UCSD parent who is a staff member in another District using ParentSquare, etc.).

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.

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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.

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