

Parents/Guardians — Your Contact Information Is CRUCIAL!

ParentSquare pulls your contact information from [Skyward/Family Access](#), so it is important that the information in Skyward is up to date.

Parents/Guardians: If you need to update your contact information, please follow the steps below.

Login to [Skyward/Family Access](#)

Click on **My Account** (in the upper right corner)

If you need to add a cell phone, choose **Cell** from the dropdown menu and type your cell number in the box.

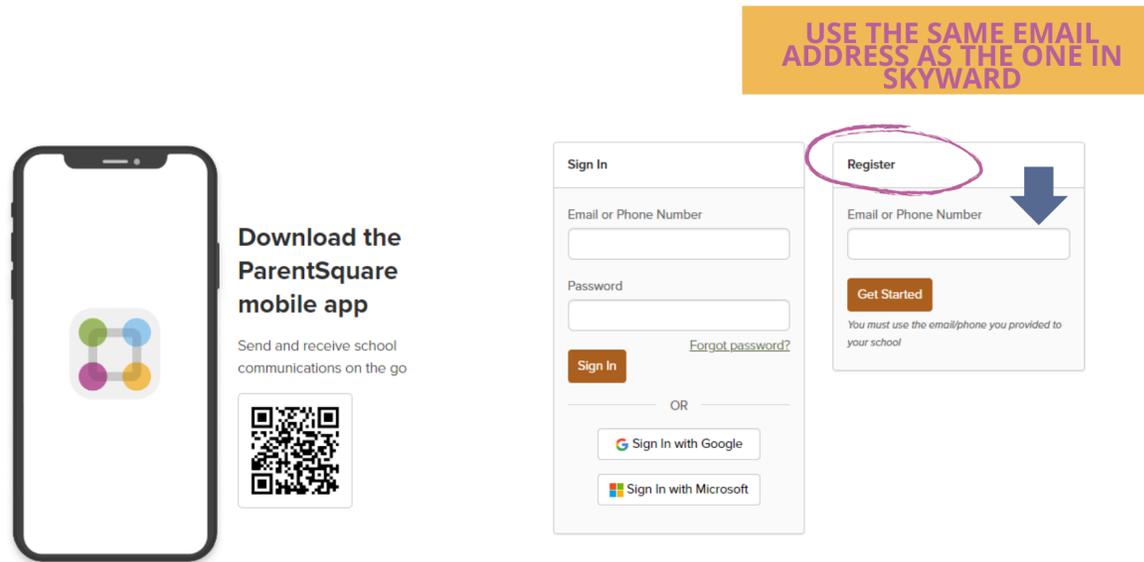
Account Settings

Email:	<input type="text" value="email@sample.com"/>	
Phone:	<input type="text" value="206-555-4714"/>	Ext: <input type="text"/>
Cell	<input type="text" value="206-555-1081"/>	Ext: <input type="text"/>

Click **Save** to finish. If you update your contact info, please allow 24 hours before setting up your ParentSquare Account

Setting Up Your ParentSquare Account

- Click on this website: <https://www.parentsquare.com/districts/2103>



The image shows a composite of three elements. On the left is a smartphone displaying the ParentSquare app icon. To its right is a text box that reads "Download the ParentSquare mobile app" and "Send and receive school communications on the go" with a QR code. On the right is a screenshot of the website's login and registration interface. The "Sign In" form has fields for "Email or Phone Number" and "Password", a "Sign In" button, and links for "Forgot password?", "Sign In with Google", and "Sign In with Microsoft". The "Register" form has an "Email or Phone Number" field, a "Get Started" button, and a note: "You must use the email/phone you provided to your school". A blue arrow points to the "Email or Phone Number" field in the Register form, and a purple circle highlights the "Register" heading.

USE THE SAME EMAIL ADDRESS AS THE ONE IN SKYWARD

Download the ParentSquare mobile app
Send and receive school communications on the go

Sign In
Email or Phone Number
Password
Sign In
Forgot password?
OR
Sign In with Google
Sign In with Microsoft

Register
Email or Phone Number
Get Started
You must use the email/phone you provided to your school

- Register on the far-right side of the screen by entering your email address (please use the SAME email address that is listed in Skyward).
- You will then be promoted to walk through the registration steps with ParentSquare.

IF YOU ARE ACTIVATING VIA THE APP

ParentSquare has an app for both [iOS](#) and [Android](#) devices.

Parents/Guardians - First download the app and then **enter the email address** that is on file **in your Skyward account**



Set Your Preferences

Once your account is activated, go to <https://www.parentsquare.com/districts/2103> and click on your name in the top right corner. Alternatively, you can set your preferences on the app by following Account >>Notifications and Account >>Preferences.

URGENT ALERTS & NOTICES ⓘ
Sent to all emails and phones and cannot be disabled

MAKE YOUR SELECTION(S)

PLEASE KEEP SET TO ON

	Email	Text	App	SCHOOL ALERTS ⓘ
BISD #303	Off <input checked="" type="radio"/> Instant Digest	Off <input checked="" type="radio"/> Instant Digest	Off <input checked="" type="radio"/> Instant Digest	<input checked="" type="checkbox"/> On
Bainbridge High School	Off <input checked="" type="radio"/> Instant Digest	Off <input checked="" type="radio"/> Instant Digest	Off <input checked="" type="radio"/> Instant Digest	<input checked="" type="checkbox"/> On
Eagle Harbor High School	Off <input checked="" type="radio"/> Instant Digest	Off <input checked="" type="radio"/> Instant Digest	Off <input checked="" type="radio"/> Instant Digest	<input checked="" type="checkbox"/> On

By enabling text messaging, you will receive alerts, codes and updates. Message and data rates may apply. Message frequency varies. Reply HELP for Help or STOP to opt out. [SMS Terms of Service](#)

NOTIFICATIONS:

- **Email/Text/App:** When setting your preferences, you can select which ways you want to be notified (or, select to be notified by all methods). It is suggested to select either TEXT or APP notifications but not both because doing so is redundant and you will receive two alerts in succession on your cell phone. App notifications provide a better user experience than text notifications.
- **Digest:** You'll receive an email and/or text and/or an app notification once a day in the evening with all posts from that day. **ParentSquare sets digest as the default for all accounts.** However, if the messaging is urgent or an emergency, BISD ParentSquare administrators can override the default feature.

- **Instant:** If you select Instant, you will receive communications in real time. **This is the preferred method for those of you who like to receive things as they are sent.**

LANGUAGE PREFERENCES:

- You can change the default of English to one of 100 languages. **The language you select must also be the language listed for you in Skyward.** Otherwise, when Skyward syncs with ParentSquare, your language will revert to the language listed in Skyward. If you need assistance updating your language in Skyward, please contact your school(s).

Help

- [BISD Video Overview of ParentSquare](#)
- **BISD Communications Systems Help**

Please fill out [this form](#) if you need assistance with your ParentSquare or Skyward/Family Access accounts.

- **ParentSquare Online Resources -**

<https://parentsquare.zendesk.com/hc/en-us/categories/200330735-Parents-Guardians-Students>

