

Setting Up Your Accounts

SG Tech Accounts: SG Coaches

This document will help you log into your SG tech accounts so you can start communicating with your athletes and parents.

STEP 1: ACTIVATE YOUR ACCOUNT

1. Activate your new SG account in Classlink. Go to launchpad.classlink.com/scotiaglenville
2. Enter your username and temporary password into the Classlink login page. This is case sensitive:

Username: <<Username>>

Temp PW: Welcome2SG!

Click the “eye” next to the password so you can double check the correct password has been entered.



3. You will be prompted to enter a new password. Choose something you will be able to remember. Your new password must contain:
 - at least 8 characters,
 - 1 upper case,
 - 1 lower case,
 - 1 number,
 - 1 symbol

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STEP 2: GMAIL (Communication with staff)

1. In Classlink, click on the Gmail icon to open your email.

This is your SG email account.

Your email address is: <<Username>>@sgcsd.net

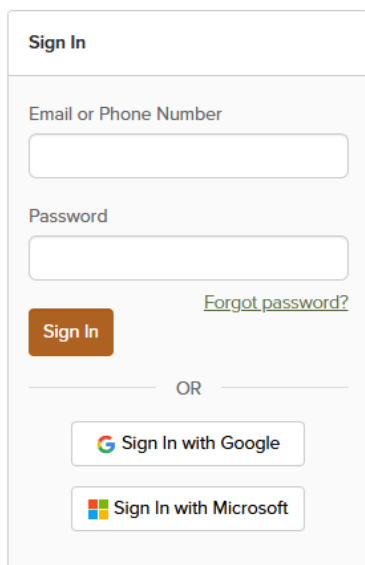
The new password you created in the Classlink steps above will also allow you into your Gmail account.

2. *Optional:* To add the Gmail app on your phone, [click here](#).
3. *Optional:* If you already have Gmail but would like to add your SG account on your phone, [click here](#).

STEP 3: PARENTSQUARE (Communication with students and parents)

This step will be active once the final roster for your team has been submitted and processed by the Athletic Director.

1. Go to <https://www.parentsquare.com/signin>
2. Click *Sign In with Google* using your SG login credentials created in Step 1.



The image shows a 'Sign In' form for Parentsquare. It includes a title 'Sign In', a label 'Email or Phone Number' above a text input field, a label 'Password' above another text input field, and a 'Forgot password?' link. Below the password field is a brown 'Sign In' button. A horizontal line with 'OR' in the center separates this from two social login options: 'Sign In with Google' (with the Google logo) and 'Sign In with Microsoft' (with the Microsoft logo).

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3. You're now in ParentSquare! You can also download the app to your phone so you can post from anywhere.

You can also refer to our help guides for SG coaches linked here:

<https://drive.google.com/drive/folders/1pUEGplaQ7Ejz402ceICjCBWeF-89x1GO?usp=sharing>