



STAFF INSTRUCTIONS ON SETTING UP PARENTSQUARE

Please note - **BISD substitute staff do not have a Staff ParentSquare account since they are not tied to a specific school building or district site.**

Contact Information

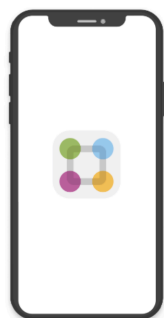
ParentSquare pulls your contact information from [Skyward/Family Access](#) so it is important that the information in Skyward is up to date.

Staff: If you need to update your contact information, please contact the HR Department

Activating Your Account

IF YOU ARE ACTIVATING ON COMPUTER/CHROMEBOOK

Go to <https://www.parentsquare.com/districts/2103> and click on the **Sign In with Google** option and enter your **bisd303.org** email address details.



Download the ParentSquare mobile app

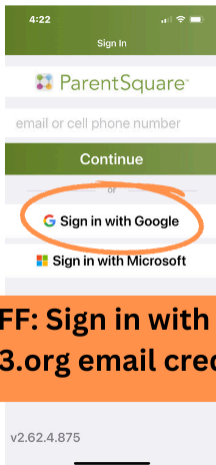
Send and receive school communications on the go



STAFF: Please sign in by clicking on the **Sign In with Google** option. Once you do, please enter your **bisd303.org** email details.

Activating on the App

ParentSquare has an app for both [iOS](#) and [Android](#) devices. Sign in using the **Sign In with Google** option and enter your [bisd303.org](#) email credentials



**STAFF: Sign in with your
bisd303.org email credentials**

Set Your Preferences

Once your account is activated, go to www.parensquare.com 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

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).
- **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.

Preferences:

- **Language:** You can change the default of English to one of 100 languages. It is important that the language you select is also the language listed for you in Skyward. Otherwise, when Skyward synchs with ParentSquare, your language will revert to the language listed

in Skyward. If you need to update your language in Skyward, please contact your school(s) for assistance

- **Office Hours:** Let people know the best time to reach you via Direct Messaging. The message will still be sent to you. However, the sender will receive an alert that it is outside of your working hours.

Help

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>

