

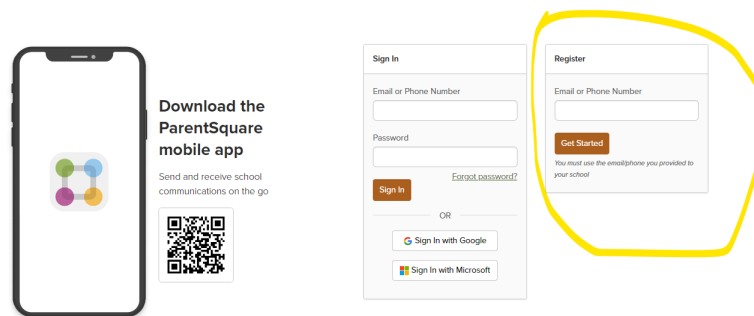
StudentSquare & Email Instructions

Part 1

1. First, verify that you have access to StudentSquare.
2. If you do not, visit www.parentsquare.com/signin

From there, you will register by entering your school email address (lastname.####@student.acboe.net) and then clicking “Get Started”

 ParentSquare



Part 2

3. Log into your school email (even if you have ParentSquare). If you have ever logged in before, you should be able to access it from your phone or Chromebook through the Outlook or Office 365 apps or on the www.office.com website.
4. If you can log in to your email and you don't already have ParentSquare, complete the registration process (password change) through the registration/password reset email that you got from ParentSquare. It will require a bit of back & forth with email, and you should also **download the StudentSquare app**.
If you can log in to email and they DO have ParentSquare, they are done!

Part 3

5. If you are unable to log in to your email (regardless of whether you already have ParentSquare), please ask one of your teachers to fill out the Password Reset Form. Mrs. Forrester will reset the password overnight.

Part 4

6. **Log into the computer**

1st part of email (lastname.####)

PASSword1234! - if it says your password is wrong, see Ms. Forrester for reset.

You should get a message saying that you need to reset your password - say OK

Reset your password - your "old" password is PASSword1234! Make a new password that doesn't have any part of your name in it. It must have uppercase, lowercase, a number, and a special character.

When it gets accepted, put it in your phone!!!!

Download Outlook app on your phone and log in there, as well.

Part 5

7. Open your email

Go to www.office.com and select "sign in." Enter your full email address and your new password that you just saved to your phone.

It's going to say that it wants your phone number to send you an authentication code. If you enter it, you won't be asked again. If you "skip," it will ask you every time.

Part 6

8. Register for ParentSquare

Open a new tab and type in www.parentsquare.com/signin

At the far right side of the screen, enter your email address under "Register."

You will get a message that an email has been sent for you to reset your password.

Go back to your Outlook account on the other tab and click the link in the email that ParentSquare sent.

Create a password for StudentSquare (enter it twice).

When it gets accepted, put it in your phone!!!!

When you log into StudentSquare, you may be asked to merge your accounts - that means that your school email is associated with ACTC or another course. If you see this message, agree to the merge.

Download StudentSquare on your phone and log in there, as well.