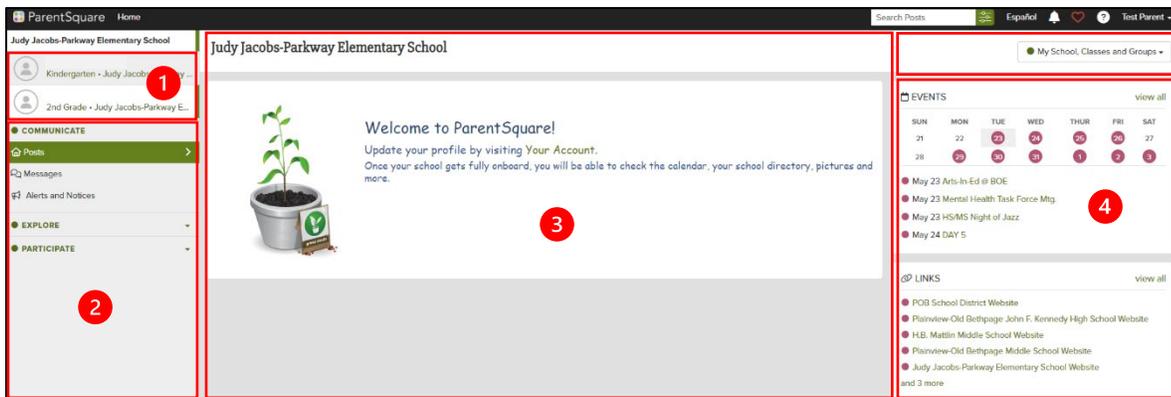




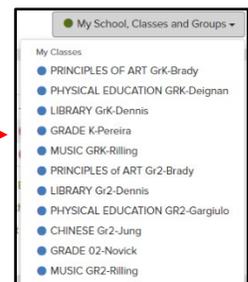
ParentSquare Quick Reference Guide | Navigation & Account Settings Parent & Guardian Access

Navigation Basics

Your **Post View**, also known as your communication stream, will be displayed upon logging into **ParentSquare**. This view is based on your account setup and privileges assigned.



1. This section indicates the child/student(s) who are associated with your account.
2. The **left** side bar is to navigate to the different sections within **ParentSquare**. This section will change based on what menu option you choose to navigate to.
3. The **center** section is your feed, or stream of communications. Here posts and messages are displayed.
4. The **right** section is for quick access to calendars, events, links, or actionable items.
5. The **group** drop-down selector allows you to view schools, classes, and groups you or your child are associated with. By using this selection, you will be able to see all posts across all groups or only those posts for a particular group.



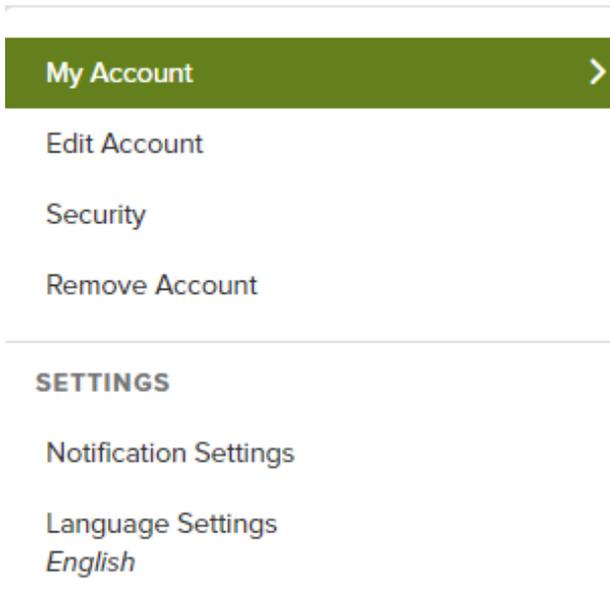
Note: The **Home** menu option (view) is your starting point. If you get lost in navigating **ParentSquare**, just click on **Home** to recenter yourself.



Account Settings

To edit information about you, your account, and how others see and communicate with you.

1. Click on your **Name** located towards the top-right of the screen and select **My Account**. 
2. The left navigation side bar changes and now displays various account settings you can edit.
3. Features displayed below may or may not be visible to you based on your account access.



1. **My Account** displays buildings you are assigned to and children you are associated with. Make sure it is accurate.
 2. **Edit Account** allows you to upload a picture of yourself and any additional information about you.
 3. **Security** list all devices associated with your account like your desktop or mobile device.
 4. **Notification Settings** determine how you receive **Post** notifications. Direct messages and alerts are received instantly.
 - a. **Off**-Turn off notification.
 - b. **Instant**-Delivery of communication is instantly in real time.
 - c. **Digest (Default Setting)**-Receives all post around 6:00pm for the day in one single digest.
- Note:** Posts sent as immediate, as well as Direct Messages and Alerts, will all be delivered instantly to you.
5. **Language Settings** adjust how you want to receive a communication. In what language.

Help is always available by either contacting the Technology Office at 516.434.3090 or by opening a help desk ticket at <http://tickets.pobschools.org/>. Additionally, within ParentSquare, click the “?” question mark, located upper right to obtain additional training information from the vendor.

