

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.

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Judy Jacobs-Parkway Elementary School	Iudy Jacobs-Parkway Elementary School						ing and the second s	
Kindergarten - Judy Jacob Parkeny E. Znd Grade - Judy Jacob Parkeny E. COMMUNICATE Arts and Notices EXPLORE PARTICIPATE	Welcome to ParentSquare! Update your profile by visiting Your Account. Once your school gets fully enbeard, you will be able to check the calandar, your school directory, pictures and more.	EVENT SUN 21 28 May 23 May 23 May 23 May 24 May 24	MON 22 23 3 Arts-In-Ed 3 Mental He 3 HS/MS Nij 4 DAY 5	TUE 20 30 H @ BOE salth Task ght of Jazz	• My Sc WED 3 Force Mtg. z	THUR	FRI 20 20	view all SAT 27
2		POB School District Website Planview-Old Bethpage John F. Kennedy High School Website Ha. Matlin Middle School Website Planview-Old Bethpage Middle School Website Judy Jacobs-Parkway Elementary School Website and 3 more						

- 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 actional 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.

ParentSquare Home

Account Settings

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

- 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
My Account >	assigned to and children you are associated with. Make sure it is accurate.
Edit Account	2. Edit Account allows you to upload a picture
Security	of yourself and any additional information about you.
Remove Account	3. Security list all devices associated with your account like your desktop or mobile device.
SETTINGS	4. Notification Settings determine how you
Notification Settings	and alerts are received instantly.
Language Settings <i>English</i>	 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 additonal training information from the vendor.

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