

# Parent Square Parent Directions

We have partnered with Parent Square, a provider that allows us to send you messages that will pertain to your grade levels, geographical regions and also gives you the opportunity to view messages by email, text, or a phone app. **These Parent Square messages will be sent to the email parents use for REG Online in SIS.** ParentSquare will not recognize any other email address and **you will not receive anymore Listserves.**

## 1. Login to ParentSquare ([www.parentsquare.com](http://www.parentsquare.com))

Enter your email address and create a password and press save.

Once on the webpage.....

(For all users: How to change 4 personal settings in ParentSquare)

Click your name located in the upper right corner of the screen. Then click 'My Account'.

From this screen you can update your notification preferences, language setting.

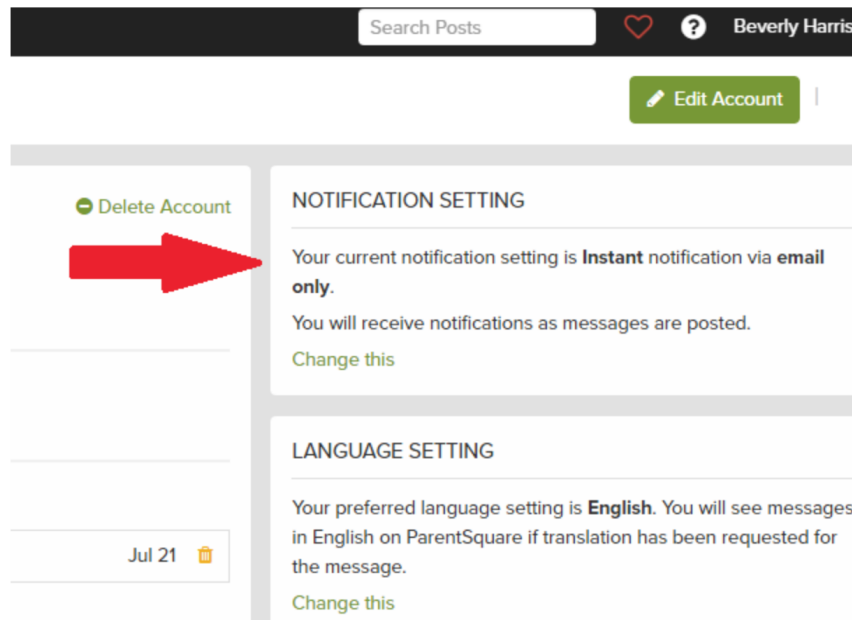
## 2. Select Your Notification Preferences

Locate the “Notification Setting” located on the right side of the screen

In the “Notification Setting” box click “**change this**”

In the pop-up window, select your notification preferences (Email and Text, Email Only, Text Only) and (Instant, Digest, or Never).

Click “**Save**” after making your selections.



3. Once you create an account you will be notified to “**Activate your account**” and will receive directions. If you have any questions or need support, please contact:

[parentlistserve@cwcharter.org](mailto:parentlistserve@cwcharter.org)